



ST PAUL'S SCHOOL  
Est. 1509

# Fire Safety Policy & Procedures

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**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. Section 1 – Fire Safety Policy

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'. 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 are designed to help our community to respond calmly and effectively in the event of fire. The Operations Director 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 briefed on the evacuation procedures and not left alone unless they are aware of, and familiar with, the fire safety procedures.

## 2. Section 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 may be delegated to senior members of staff.

The **Operations Director** is responsible for:

- 1.1 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 will be considered in relation to fire safety.

- 1.2 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.
- 1.3 Nominating sufficient staff to undertake the role of a Fire Marshal. Ensuring that all Fire Marshals have been appropriately briefed.
- 1.4 Ensuring an Emergency Evacuation Plan is in place and that fire evacuation drills are undertaken regularly.
- 1.5 Ensuring that easily verifiable and accurate records are kept with regard to the testing and maintenance of all fire safety related equipment and fire drills.
- 1.6 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.
- 1.7 Ensuring that adequate access to all parts of the School is maintained for the Fire and Rescue Service.
- 1.8 Consulting with and managing the implementation of any recommendations made by the Fire and Rescue Service or independent Fire Safety Adviser.
- 1.9 Reporting on fire safety-related matters to the Governing Body and/or High Master, as appropriate.
- 1.10 The routine 'in house' testing of the fire alarms - weekly.
- 1.11 The routine 'in house' testing of the emergency escape lighting - monthly function test.
- 1.12 Undertaking room audits which also includes the checking of the means of escape, fire exits, portable fire extinguishers and fire action notices.
- 1.13 Arranges for an ISO9001 certified/BAFE approved contractor to carry out six monthly professional checks on fire detection and warning equipment.
- 1.14 An annual service of alarms, smoke detectors and fire extinguishers.
- 1.15 Annual checks on the emergency escape lighting.
- 1.16 Records of all tests are kept in the Estates Manager's office.
- 1.17 Advising staff on the fire safety implications of events organised in the school and confirming agreement to the use of specific fire-related hazards (such as stage smoke ('haze') during a Drama performance) as part of a formal risk assessment.

The Compliance Manager is responsible for:

1.1 Providing appropriate fire safety training for all members of staff.

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

- 1.1 Ensuring that fire safety related matters are included in any workplace inspections and risk assessments undertaken in their areas.
- 1.2 Making their staff and students aware of any potential fire hazards and emergency procedures.
- 1.3 Consulting with the Operations Director with regard to any proposed changes of use of a particular area or room so as to ensure that it does not conflict with the fire safety risk assessment and guidance.

**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.

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

**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.

**3.** 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, students and teaching staff line up in their classes. The teachers are to report that their class are all present to the Assembly Point Controller (usually the Facilities Manager).

#### **4. Fire Marshals.**

Fire Marshals are generally members of the support staff who do not have specific duties in the event of fire or other emergency for looking after students. All Fire Marshals are “competent persons” who have been briefed on how to provide “safety assistance” in the event of a fire. 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 under this policy. It is regularly updated on the intranet Staff Handbook as required. A [job description](#) is also posted on the intranet under “Health and Safety”.

#### **5. 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 School House (for boarding).. 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.

#### **6. Section 3. Training and Instruction.**

Training and instruction will be provided as follows:

6.1 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 by **relevant teaching staff, line managers, and the Operations Director**. This will be organised by the Compliance Manager.

6.2 The **Operations Director** and **Fire Marshals** will be provided with specific fire safety training. This will be organised by the Compliance Manager.

6.3 Nominated members of staff will be provided with training in the safe use of portable fire extinguishers.

6.4 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.

6.5 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 Compliance Manager.

6.6 Easily verifiable training records will be maintained by the Compliance Manager on receipt of details relating to any fire safety training undertaken/provided by **Heads of Departments** and the **Operations Director**.

6.7 The **Events 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 **Music School Manager** will undertake this for third party hires for events covered by the Premises Licence.

6.8 **Fire alarm activations** will be fully investigated by the **Operations Director** and any subsequent recommendations implemented.

## **7. Section 4 – 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).

## **8. Fire Evacuation Procedure DURING Working Hours**

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

**When the fire alarm sounds, it will only sound in the building or buildings where it is activated and which need to evacuate.**

8.1 Staff, students and visitors immediately evacuate the building and make their way to the appropriate assembly area (see Appendix 1).

8.2 The Porters' Lodge will radio the Operations Director, The Facilities Manager and the Deputy Estates Manager (or designated deputy) who immediately investigates the cause of the alarm.

8.3 Once the Operations Director and Deputy Estates Manager (or designated deputy) have established the cause of the alarm they will either:

**Respond to a real fire by:**

8.4 Calling the Fire and Rescue Service.

8.5 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 Porter's Lodge.

8.6 Upon resolution of the incident (or earlier if possible), inform the High Master and Head (if applicable) and invoke the Critical Incident Plan, if appropriate.

**Respond to a false alarm by:**

8.7 Informing the Porters' Lodge.

8.8 Silencing the alarm.

8.9 Allowing staff, students and visitors back into the building. (NB This decision can only be taken by a member of the Executive Committee).

8.10 Thoroughly investigate the area of the alarm to identify the cause and take any necessary remedial action.

8.11 Record the incident in the Porters' Lodge Incident File and on a Fire Alarm Report.

8.12 Reset the fire alarm panel.

**9. Fire Evacuation Procedure OUTSIDE Working Hours**

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

**When the fire alarm sounds, it will only sound in the building or buildings where it is activated and which needs to evacuate.**

9.1 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 Operations Director and Head Porter to inform them.

9.2 The Fire and Rescue Service are called automatically.

9.3 The Fire and Rescue Service will then investigate the cause of the alarm.

**Respond to a real fire by:**

9.4 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 Porter's Lodge.

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

**Respond to a false alarm by:**

9.6 Informing the Porters' Lodge.

9.7 Silencing the alarm.

9.8 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 Operations Director is not on site).

9.9 Thoroughly investigate the area of the alarm to identify the cause and take any necessary remedial action.

9.10 Record the incident in the Porter's Lodge Incident File and on a Fire Alarm Report.

9.11 Reset the fire alarm panel.

**10. Fire Evacuation Procedure for Staff and Students**

On hearing an alarm:

10.1 All personnel are to immediately evacuate the building using the nearest safe exit.

10.2 With the exceptions of handbags, personal possessions should be left where they are.

10.3 Staff should check that their classroom/office is clear and close all doors behind them.

10.4 All personnel are to assemble outside the building at the assembly point until the cause of the alarm is established.

10.5 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.

**11. 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.

**12. 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 Compliance Manager and are shown at the location where the Fire Marshals are based, on the Intranet under [Staff/Staff Handbook/Health and Safety/Fire Marshals](#) and copies are kept in the Porters' Lodge.

### **13. Persons with impaired mobility**

In an emergency situation, persons with impaired mobility are to be provided with a carer. The carer should have been introduced to the person they have been paired with. 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 the preparation of a Personal Emergency Evacuation Plan (PEEP) see Appendix 4.

### **14. Liaison with Emergency Services**

On the arrival of the Fire and Rescue Service, the person on duty within the Porters' Lodge, is to give the attending Fire Office the Emergency Services On-Site Information Pack. Once on site the Emergency Services take over responsibility of the emergency situation. The Operations Director, Estates Manager or the Facilities Manager will continue to act as liaison between the School and the emergency services.

## **Section 4 – Fire Safety Procedures**

Fire action notices are displayed on the walls of all rooms and in all corridors, 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.

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

#### Porters' Lodge

The main fire alarm panel is in the Porters' Lodge. This panel will show the building in which the fire alarm is sounding, except for the Temporary Atrium, where an activated alarm will send a SMS message to the Head Porter and Duty Porters.

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

The fire alarm panel for St Paul's Juniors provides the status of the alarms in St Paul's Juniors, as well as the General Teaching Block, the old Science block, Colet House, School House and other linked school buildings.

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 Porters' Lodge is staffed during the following time periods:

#### Term Time

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

#### School Holidays

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

#### Christmas Closedown & Bank holidays

- **Closed**

#### During Night Hours

- Monday to Friday 19:00h until 07:00h
- Saturday & Sunday 19:00h until 07:00h

The Porters' Lodge is 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 or Deputy Porter. All on call personnel are furnished with a contact list of senior school management.

### **16. 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.

They are made aware of the emergency evacuation procedures through a Health and Safety guide issued on arrival.

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.

### **17. Section 5 - Fire Safety Measures**

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

- 17.1 Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- 17.2 Fire extinguishers of the appropriate type are located throughout the School.
- 17.3 All stairs, passages and emergency exits are illuminated by emergency escape lighting.
- 17.4 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.
- 17.5 The master panel for the alarm system is located in the Porters' Lodge and shows the location of a fire and is fitted with an uninterrupted power supply



- 17.6 Alarms sound in all parts of the relevant building.
- 17.7 Fire routes and exits are kept clear at all times.
- 17.8 The Night Watchman is responsible for unlocking buildings in the morning when he/she removes security devices from all emergency exits, checks that escape routes are not obstructed and reports any defects.
- 17.9 The Estates Department is responsible for organising the following:
- 17.9.1 Weekly testing of all residential accommodation fire alarms and of fire doors including recording all tests and defects.
- 17.9.2 Weekly testing of all school buildings fire alarms (using a different call point on each successive occasion) including fire doors, where different zones are checked on a rota where all zones are checked every 4 weeks.
- 17.9.3 Monthly checks on emergency escape lights.

## **18. Section 6 - Other Safety Checks.**

### **18.1 *Electrical Safety.***

- 18.1.1 The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- 18.1.2 Regular portable appliance testing takes place. A member of the Estates Department or appropriate nominated representative conducts PAT testing. However, there are some departments who are responsible for undertaking their own PAT, including IT, Biology, Chemistry and Theatre departments.
- 18.1.3 Records of all tests are kept in the Estates office.

### **18.2 *Lightning Protection.***

- 18.2.1 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 Estates office.

### **18.3 *Gas Safety.***

- 18.3.1 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 Estates office.
- 18.3.2 Landlord's gas safety certificates are held for all school residential accommodation, where applicable.
- 18.3.3 All laboratories are checked daily to ensure that gas taps are turned off.

#### **18.4 Safe Storage.**

18.4.2 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 CLEAPPS guidance.

#### **18.5 Flammable and Hazardous Materials**

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

18.5.2 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.

18.5.3 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.

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

18.5.5 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.

18.5.6 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 Estates Manager and kept in his office.

#### **18.6 Rubbish and Combustible Materials**

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

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

#### **18.7 Picket Duty**

18.7.1 The School has a separate policy to cover the isolation and silencing of alarms during music and drama performances.

### **18. 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.

## **19. Section 7 - Fire Risk Assessments**

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

- 19.1 The hazard;
- 19.2 The people at risk;
- 19.3 The measures to evaluate, remove, reduce and protect from the risk;
- 19.4 The measures needed to record, plan, inform, instruct and train people in risk reduction or removal;
- 19.5 The arrangements for reviewing the assessment.

All fire risk assessments are based on the format set out in 'PAS 79:2012 Fire Risk Assessment – Guidance and a recommended methodology'.

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 and these are retained in the Estates office. These Risk Assessments may be viewed by any member of staff, upon request.

## **Section 8 – The Fire Alarm Systems**

**20.** The School is protected by two linked alarm systems; the main fire panel is sited in the Porters' Lodge 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 raised is in any building other than the new Science Building, the staff investigating should go to the building that the main fire panel indicates the alarm has been raised in to determine the location of the alarm. Further information can be obtained from any of the ADT and FireBright addressable fire panels, these are the major part of the schools existing fire alarm system. These addressable panels are in St Paul's Juniors, Colet House and the General Teaching Block.

**21.** A number of older systems are in use in these buildings and are linked by a loop to the Porters' Lodge fire panel. The exception is a number of standalone systems detailed at the end of this section. The Fire Alarm system in school is currently being updated.

**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** 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 once the cause of the alarm has been established.

### **Fire Panels**

Each alarm system has a fire panel that indicates the state of the system. The fire panels are located as follows:

- The Porters' Lodge
- West House, main entrance hall
- West Pavilion, main room to the right of the entrance
- St Paul's Juniors' main entrance Lobby
- Centenary Building main entrance lobby
- Junior Music second lobby
- Sports hall
- Squash courts
- Drama Building
- Wathen Hall
- East House
- East pavilion / grounds
- Milton Building
- Temporary Atrium
- SIBCAS / River Block
- Boat house
- Engineering Block
- Old Science Block
- New GTB PHASE 1
- Colet House

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

There are currently 4 separate standalone Fire Alarm Systems on the grounds which are located in the following areas:

1. West Pavilion
2. West House
3. River Block
4. Temporary Atrium

#### **Note 1:**

In the event of a fire in West House, West Pavilion, temporary atrium and/or River Block, the Fire and Rescue Service must be called by a member of staff, as these systems are not connected to the main school panel or the monitoring station. When the alarm is activated at Temp atrium and River Block the Porter's phone is alerted.

#### **Note 2:**

The School aims to link the outlying buildings in the future back to the main school panel (and hence the Call Monitoring Centre).

### **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).
- c. Detectors are generally located on the ceiling, in ceiling voids in ducting.

## **Section 9 - Proposed Fire Alarms Configuration**

Please see plan attached as Appendix 1.

The fire alarm system is configured as follows:

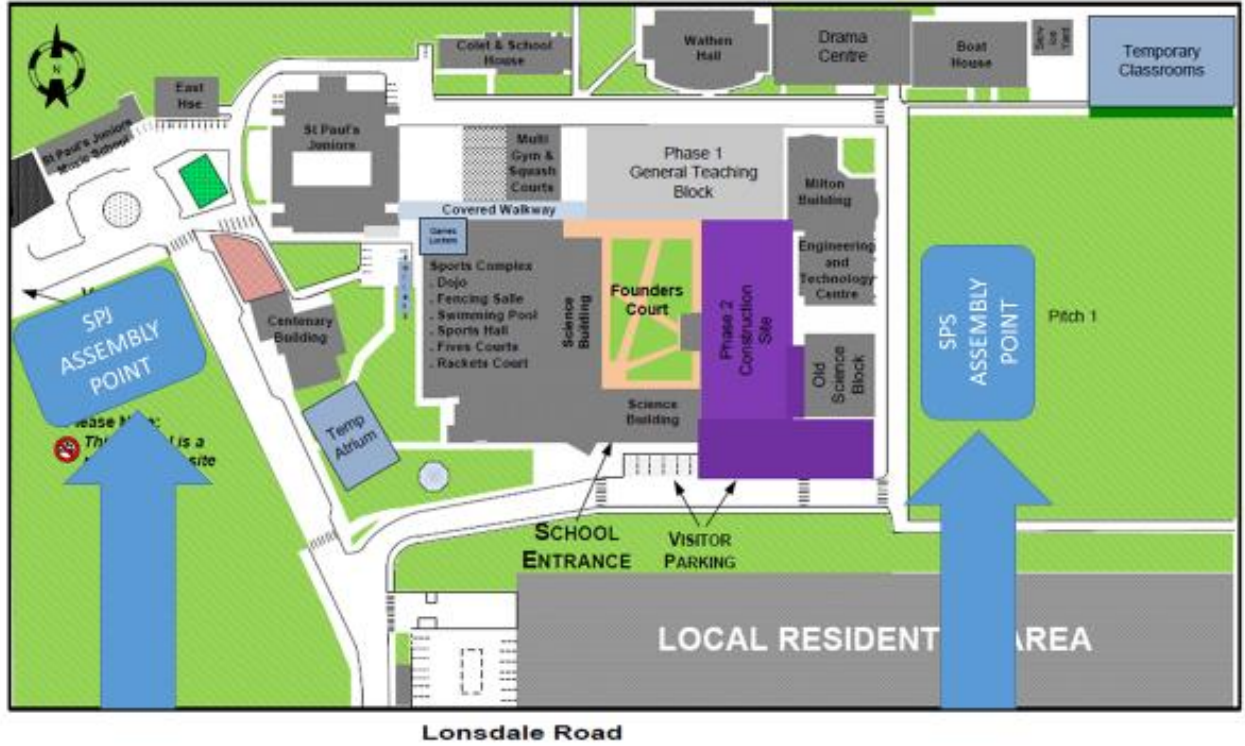
Sports Complex (9):	Fire alarm sounds and sends an alert to the Porters' Lodge. At present if any of the opposite school Buildings goes into alarm all the buildings in SPS go into alarm on EVAC.
New Science Building (8):	Fire alarm sounds and sends an alert to the Porters' Lodge. At present, if any of the linked school Buildings go into alarm, the adjoining buildings will go in to intermittent alarm for 4 minutes.
General Teaching Block: (7) Includes, Milton Building (3)	Fire alarm sounds and sends an alert to the Porters Lodge. Fire alarm sounds and sends an alert to the Porters' Lodge. At present, if any of the linked school Buildings go into alarm, the adjoining buildings will go in to intermittent alarm for 4 minutes. Engineering & Technology (4)
Drama Studio 2 (6) Old Science Building (5) stands alone to porters lodge	
Boat House: (13)	Fire alarm sounds and sends an alert to the Porters' Lodge. No other adjoining buildings are alerted.
Colet Building: (10) (Including School House, St Paul's Juniors Library, Medical Centre and Teach all junior school Buildings alerted Support)	Fire alarm sounds and send an alert to the Porters Lodge. all junior school building alerted and the sports complex
Music School including (11) Wathen Hall:	Fire alarm sounds and sends an alert to the Porters Lodge. No other adjoining buildings are alerted.
Boiler House: (2) Dining Hall & Kitchen: (1)	Now part of GTB1 Fire alarm sounds and sends an alert to the Porters' Lodge. New science will sound as will GTB 2 hen in place as they
will be seen as attached buildings	
Fitness Centre & Barn:	Fire alarm sounds and sends an alert to the Porters'

Lodge. No other adjoining buildings are alerted.

List of Appendices:

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

# Fire Evacuation Locations



## PERMIT TO SILENCE THE ALARM SYSTEM

Organiser			Deputy Estates Manager	Alin Serban	
Operations Director	Matt Nicholl		Facilities Manager	Polina Eaton	

1.	To	Operations Director, Head Porter, Estates			
2.	Date		3.	Location	
4.	From		5.	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 _____ (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 the switch in the old Porters' Lodge by the Fire Panel. Drama Studio 1: - the Zone or the whole of the Art block can be isolated. Drama Studio 2 has no detectors, it is therefore unprotected, and break glasses are by exits to raise the alarm.			
10.	Isolate	<b>St Paul's Juniors:</b> - Main Hall - Operated by the switch in the main entrance lobby by the Fire Panel St Paul's Juniors Drama Studio – Isolated from Centenary Building Fire Panel as a Zone, for details see the diagram by the Panel. Isolation of systems in other areas must be considered on a case by case basis.			
11.	Precautions Necessary	<ul style="list-style-type: none"> <li>In addition, risk assessment of the use of pyrotechnics or smoke generating devices in any venue was carried out (notes shown overleaf) and this included the following:             <ol style="list-style-type: none"> <li>A nominated person <u>is</u> instructed to watch the use of the pyrotechnic and they will</li> </ol> </li> </ul>			



		<p>extinguish the device in the event of a problem and they will be equipped with a fire extinguisher.</p> <ol style="list-style-type: none"> <li>2. It was confirmed that the fire proofing of scenery was carried out.</li> <li>3. Careful consideration for the safety of children in relation to exploding pyrotechnics has been carried out.</li> <li>4. The instructions on the pyrotechnics or other devices have been carefully followed.</li> <li>5. Remains of the pyrotechnics or other devices must be carefully disposed of. <ul style="list-style-type: none"> <li>• The organiser will confirm that the alarm is isolated before the event.</li> <li>• The organiser will confirm that the alarm is reactivated after the event.</li> <li>• The organiser will check that: <ol style="list-style-type: none"> <li>1. The necessary number of fire extinguishers are in position.</li> <li>2. That the Fire Escapes are clear.</li> </ol> </li> </ul> </li> </ol> <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.	
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## 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 requests the isolation on the enclosed form which is sent to the Deputy Estates Manager who will obtain the Operations Director's 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
<ul style="list-style-type: none"> <li>• A risk assessment of the use of Smoke Generator will include: -</li> <li>• 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>• The issue of clear instructions on when the alarm is isolated and to check it is isolated before the event.</li> <li>• The issue of clear instructions on when the alarm is to be reconnected and to check it is connected after the event.</li> <li>• To ensure that suitable fire extinguishers are in place on the stage/performance area.</li> <li>• 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> </ul>	<ul style="list-style-type: none"> <li>• A risk assessment of the use of pyrotechnics will include: -</li> <li>1. 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>2. The fire proofing of scenery.</li> <li>3. Careful consideration for the safety of children.</li> <li>• The issue of clear instructions on when the alarm is isolated and to check it is isolated before the event.</li> <li>• The issue of clear instructions on when the alarm is to be reconnected and to check it is connected after the event.</li> <li>• To ensure that suitable fire extinguishers are in place on the stage/performance area.</li> <li>• 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> </ul>

### 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, a patrol of competent and trained staff, in radio contact with the panel watcher or main reception, will be required to operate as fire pickets in the relevant building according to a set of written instructions. Either the Estates Manager or the Facilities Manager will be explicitly appointed to take responsibility during any such silencing.

### St Paul's Juniors ~ Fire Escape through the Quadrangle

The doors leading into the quadrangle are designated fire exits. To facilitate their use, the Head of Drama ensures that the two doors leading from the hall into the Quad are unobstructed during performances.

## FIRE ZONES

### NEW SCIENCE BUILDING

Zone	Description	Building	Control Panel
	New Science Main Panel	New Science Building	Porters' Lodge Panel
1-11	New Science Building	New Science Building	Porters' Lodge Panel

### ADT SYSTEM AND FIREBRIGHT /EXISTING BUILDINGS

Zone	Description	Building	Control Panel
1	MAIN SCHOOL EVACUATE	MAIN SCHOOL	Old Porters' Lodge until 20 October 2017, then reinstated in GTB Phase 2 completion
2	COLET HOUSE EVACUATE	COLET HOUSE	West Entrance Lobby
3	SCHOOL HOUSE EVACUATE	SCHOOL HOUSE	East Entrance Lobby
4	ST PAUL'S JUNIORS EVACUATE	ST PAUL'S JUNIORS	Main Entrance Lobby
33-62	MAIN SCHOOL	MAIN SCHOOL	Porters' Lodge Panel
65	NEW SCIENCE BLOCK	NEW SCIENCE BLOCK	Porters' Lodge Panel
71-80		SCHOOL HOUSE	Entrance Lobby
81-92		COLET HOUSE	West Entrance Lobby
101-113	SOUTH EAST STAIR	ST PAUL'S JUNIORS	Main Entrance Lobby
114	COLET MUSIC SCHOOL	COLET MUSIC SCHOOL	Entrance Lobby
115	EAST HOUSE	EAST HOUSE (Not ADT's)	Entrance Lobby
116	Temporary Atrium	Temporary Atrium	temporary Atrium
117	SPORTS COMPLEX	SPORTS COMPLEX	North End Main Corridor
118	SQUASH COURT & BARN	FITNESS CENTRE (SQUASH COURT & BARN)	Corridor
119	CENTENARY BLOCK	CENTENARY BLOCK	Entrance Lobby
121	MUSIC SCHOOL	NEW MUSIC BLOCK (Not ADT's)	South Entrance Lobby
	DRAMA CENTRE	DRAMA CENTRE	
123	BOAT HOUSE	BOAT HOUSE	Estates Store Room
124	ENGINEERING WORKSHOP	ENGINEERING WORKSHOP	Main Workshop
125	ART BLOCK	ART BLOCK	Ground Floor Link Lobby
126-136	OLD SCIENCE BLOCK	OLD SCIENCE BLOCK	Outside SUPPORT STAFF KITCHEN
138	River Block	River Block	River Block
139	EAST PAVILION	EAST PAVILION	In Garage
239	ST PAUL'S JUNIORS SCHOOL	ST PAUL'S JUNIORS BUILDINGS	By Porters' Lodge Panel

240	EVACUATE		
240	ST PAUL'S SCHOOL EVACUATE	ST PAUL'S SCHOOL BUILDINGS	By Porters' Lodge Panel

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

<b>Date: (1)</b>	<b>Assessed by: (2)</b>	<b>Validated by: (3)</b>	<b>Location: (4)</b>	<b>Assessment ref no (5)</b>	<b>Review date: (6)</b>
15/06/2018	M Nicholl	E Flute	Fire Risk Assessment	1/2010	12/06/2019
<b>Task: (7)</b>					
Isolations of Fire Alarm Systems					

<b>Activity (8)</b>	<b>Hazard (9)</b>	<b>Person(s) in danger (10)</b>	<b>Existing measures and Requirements to control risk (11)</b>	<b>Risk rating (12)</b>	<b>Result (13)</b>
Fire Alarm	A Fire in the Building	Boys, 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	( 1 3 )
Fire Alarm	A Fire in the Building	Fire Marshals	Designated Fire Marshals are responsible to ensure the building is emptied of staff and boys. (Fire Marshals receive training and guidance on what their actions should be 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	Engineering Staff	Identifying location of the alarm, and ascertaining if a fire or a false alarm. On finding a fire all staff should confirm this to Reception and leave the building. If a member of staff has received training, they may tackle the fire with an appropriate extinguisher if confident they can deal with it. After investigation and when satisfied, in conjunction with Senior School Staff silence the alarm, reset the panel and give permission for re-occupation of the building. <b>See further actions.</b>	Medium	

	<b>Activity (8)</b>	<b>Hazard (9)</b>	<b>Person(s) in danger (10)</b>	<b>Existing measures and Requirements to control risk (11)</b>	<b>Risk rating (12)</b>	<b>Result (13)</b>
	Fire Alarm	A Fire in the Building	Boys, 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 staffs on site that are responsible for boys on the premises need to ensure their safe evacuation, and await permission to return into the building.	Medium	
	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. <b>See further actions.</b>	Low	
	Fire Alarm	Silenced Alarms.	Boys, Staff and Visitors	Alarms are silenced for a number of 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.</b>	Med	
	Fire Alarm	Isolated heads or Zones	Boys, Staff and Visitors	Some detectors or zones are isolated for plays and for some other School activities, during these times patrols are instigated around the isolated areas. <b>See further actions.</b>	Med	

<b>Action plan (14)</b>				
<b>Ref No</b>	<b>Further action required</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Done</b>
1	None			
2	None			

3	<p>Initially ascertain from the Porters by radio as much information about the location of the fire alarm or information reported.</p> <p>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.</p>	Estates manager and Staff	At time the Alarm is raised.	
4	None			
5	Faults outside of normal hours would be investigated by the Duty Engineer or a Fire Alarm Engineer.			
6a	<p>Some alarms are silenced for some plays, for exams 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 relevant fire alarm panel concerned, which will still register an alarm, the Estates Department would be contacted and they would be advised of the location of the alarm and make inspection of the area. As soon as it is confirmed if there is a fire or not, the Estates Staff would inform the Main School Reception who either raise the alarm to evacuate the building and call the Fire and Rescue Service or initiate the stand down procedure.</p> <p>For the duration of a silenced alarm, a patrol of competent and trained staff, in radio contact with the panel watcher or main reception, will be required to operate as fire pickets in the relevant building according to a set of written instructions. Either the Estates Manager or the Facilities Manager will be explicitly appointed to take responsibility during any such silencing.</p>	Estates manager and Staff	At time the Alarm is raised.	
6b	<p>When the silencing of alarms as in 6a occurs <b>Outside the normal 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 Reception Fire Panel, which would still go into alarm. The ADT 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>For the duration of a silenced alarm, a patrol of competent and trained staff, in radio contact with</p>	The organisers of the event or play and Porters.	At time the Alarm is raised.	

	<p>the panel watcher or main reception, will be required to operate as fire pickets in the relevant building according to a set of written instructions produced by the responsible person. The person responsible for the whole procedure, in the absence of either the Estates Manager or the Facilities Manager, will be the Organiser of the event requiring the alarm to be silenced, who will explicitly appoint competent staff to take responsibility during any such silencing or undertake the task themselves.</p>			
6c	<p>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 evidence of an alarm, the person will make emergency contact with the maintenance engineers, or failing that the Estates Department, who will investigate and respond accordingly.</p> <p>For the duration of a silenced alarm, a patrol of competent and trained staff, in radio contact with the panel watcher or main reception, will be required to operate as fire pickets in the relevant building according to a set of written instructions. Either the Estates Manager or the Facilities Manager will be explicitly appointed to take responsibility during any such silencing.</p>	Engineers and Estates manager and Staff	At time the Alarm is raised.	
7	<p>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.</p>	Engineers and Estates manager and Staff	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 when the student in his/her care requires special assistance with evacuating the building in case of an emergency. On completion the student's Tutor should return the form to the Operations Director who will 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 Operations Director, 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 | <input type="checkbox"/> |
| Music School           | <input type="checkbox"/> |
| Dining Room            | <input type="checkbox"/> |
| Science Building       | <input type="checkbox"/> |
| Sports centre          | <input type="checkbox"/> |
| School House           | <input type="checkbox"/> |
| Boat House             | <input type="checkbox"/> |

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 Operations Director will then, on receipt of the completed form, distribute it to:

- The Student's Tutor
- The Surmaster's P.A.
- The Head Nurse
- The Facilities Manager
- Subject Teachers

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

Subject Teachers named in the evacuation procedures above

Student's parents

Head Nurse

Surmaster's P.A. (student file) or Head's PA

Facilities Manager