



MALVERN ST JAMES

Girls' School

MSJ Fire Policy

This policy is the responsibility of the Bursar to review and update annually. This policy is applicable to staff and pupils, including those in the EYFS.

Scope

This policy forms a key element of the School's approach to Health and Safety and should be read in conjunction with the School's Health and Safety Policy and Manual. The Fire Policy and Procedures have been consolidated into this separate document for ease of reference and takes precedence over other policies or contrary direction.

Statement of Intent

Malvern St James is committed to providing a safe environment for its staff, pupils and visitors; this responsibility extends to the provision and management of fire safety systems and procedures. The School will take all reasonable steps to ensure the safety of persons and premises against the threat of fire or other emergencies.

Whilst it is acknowledged that it cannot be assumed that a fire will never break out, systems are in place to minimise the likelihood and deal with this eventuality, prioritising the management of systems to reduce the risk of injury to persons and where possible, damage to property.

The School's intentions are to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

Organisational Responsibilities

Overall Responsibility

The Governors have overall responsibility for fire safety and will:

- Be the 'responsible person' for fire safety as detailed in the Regulatory Reform (Fire Safety) Order 2005;
- meet articles 8-23 FSO 2005;
- Ensure that fire risk assessments are undertaken and reviewed as necessary, on at least an annual basis;
- Ensure adequate resources are provided to allow the organisation's fire safety policy and fire safety controls to be effective;
- Ensure suitable fire equipment is provided as necessary and is maintained and conforms to all relevant statutory provisions;
- Appoint competent persons who are responsible for the day-to-day management of fire safety;
- Ensure that fire safety information within the fire safety management system is made

- available to all staff and relevant persons;
- Take appropriate action when statutory requirements are not being met and there is significant risk to safety of persons.

Nominated Person on Site – Fire Safety Officer level of competence

The Bursar will be the School's Fire Safety Officer and will:

- Be the nominated person for the day-to-day management and supervision of fire safety at the School;
- Actively engage in the fire risk assessment process at the various School premises to understand, initiate and monitor the effectiveness of any recommendation and actions highlighted and the control measures in place;
- Allocate resources appropriately and in the right areas to allow the School's fire safety policy and fire safety controls to be effective;
- Oversee and manage the provision of fire equipment and related materials as necessary to ensure all relevant statutory provisions are being met;
- Appoint as necessary, competent persons who can assist in the management of fire safety and maintenance of fire safety equipment;
- Make available to staff, pupils and other relevant persons, fire safety information within the fire safety management system including the fire risk assessment, policy and procedural documents;
- Ensure staff, pupils and other relevant persons have been given the relevant fire safety instruction, information and training required to undertake their role;
- Take appropriate action when statutory requirements are not being met and there is significant risk to persons;
- Record, monitor, review and investigate all fire incidents and take appropriate action to minimise their recurrence.

Fire Marshals

The School will appoint a number of 'Fire Marshals' who will assist in the School's response to a fire such as accounting for staff and pupils or interacting with the emergency services. Detailed responsibilities are below.

The following are Fire Marshals:

- Senior Fire Marshals;
- Bursar (lead with coordination and interaction with emergency services);
- Senior Deputy Head/Deputy Head Pastoral (accounting for staff and pupils);
- Staff Fire Marshals – functional areas across the School have several staff trained to ensure safety of their allocated zones (Head's PA, IT team, HR team, , Operations and Compliance Manager, Grads, Estates members, Catering dept, Drama, Art, DT,);
- Boarders – Director of Boarding and House staff (HM & DHM);
- Night Security Wardens (Weekdays 17:30 - 06:30; holidays and weekends 20:00 – 07:00).

All Fire Marshals are to be fully familiar with the School's Fire Safety Policy and Procedures and be prepared to assume the lead School co-ordinator in the event of a fire evacuation when the Senior Fire Marshals are not present.

In the event of this happening they will:

- Take responsibility for ensuring the fire services have been called and are aware of the relevant location of the fire within the School, and where emergency cut-off switches are located;
- Co-ordinate the fire evacuation procedure to ensure all buildings are evacuated as quickly and safely as possible with sweeps conducted in high-risk areas where necessary;
- Liaise with heads of other departments at the Assembly Point to ascertain the identity of any unaccounted for persons in the School and pass this information on to the fire services;
- Continually assess, monitor and take actions to minimise the risk of injury during a fire and emergency situation until the fire service arrives on site;
- Instruct and give information to relevant staff in order that the risk of injury can be minimised, this may include closing doors, relocating persons from at risk areas or ensuring that fire alarm panels are checked for information;
- Actively engage in the fire drill and evacuation process to monitor its effectiveness and ensure that any issues or concerns are noted, passed to the Fire Safety Officer and addressed.

The Senior Deputy Head is responsible for maintaining a WhatsApp message group, used to facilitate communications between marshals and key staff during a fire drill or alarm.

Estates and H&S Manager

The Estates and H&S Manager or the nominated stand in, has a pivotal role in helping direct the emergency services.

The Estates and H&S Manager is to:

- Be familiar with the School's Fire Safety Policy, Evacuation Procedures and other relevant documents;
- Advise the Fire Service if they respond to an alarm at a School property - outside working hours, the Night Security Wardens may fulfil this role. Following an alarm and all-clear, the Estates and H&S Manager will re-set the alarm;
- Check that firefighting and any other relevant emergency equipment is provided, readily available and in a useable condition;
- Actively assess the fire controls and equipment and report any deficiencies or issues to Fire Safety Officer;
- Record details of the checks undertaken on fire exits, alarms, emergency lighting, fire doors and exits and fire equipment;
- Report any unsafe conditions, obstructions or concerns with fire safety to the Fire Safety Officer;
- In their absence, ensure a trained individual is nominated to assume these Fire responsibilities.

All Staff

Within MSJ, all staff regardless of their role, must:

- Be familiar with this School Fire Policy & Procedures and other related documents;
- Undertake active 'hazard spotting' of fire controls, exit routes and equipment and report any unsafe conditions, obstructions, deficiencies or concerns to the Fire Safety Officer;
- Provide guidance, information and direction to pupils about fire safety matters;
- Provide direction, assistance and support to persons in the event of an emergency to ensure an effective and speedy evacuation can be achieved;
- Be familiar with all exit routes from the building and be comfortable in advising others on suitable exit routes;

- Provide feedback to the Emergency Fire Control Officers or other responsible person following an evacuation;
- Observe fully any instructions, information and training given and abide by the fire safety policy at all times;
- Not interfere with anything provided to safeguard fire safety;
- Keep waste materials, dust and combustibles to a minimum within school premises;
- Report any defects with fire safety equipment or concerns regarding fire safety or evacuation;
- Avoid taking any undue risks in the event of a fire breaking out;
- Sign in and out when entering or leaving School premises;
- Be aware that noncompliance with fire safety procedures can result in disciplinary action, which may include dismissal if appropriate.

All Pupils

Pupils have an important role to play in fire safety and must ensure that they:

- Sign in and out when entering or leaving School premises;
- Familiarise themselves with the emergency procedures and fire action notices;
- Stay with the teacher or staff member as necessary during evacuation procedures or follow direction given by any member of School staff;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not interfere with anything provided to safeguard fire safety.

Visitors and Contractors Generic Emergency Evacuation Plans

Visitors or contractors working within the School will be briefed on fire procedures as part of the signing in process. They are to ensure that they:

- Sign in and out at reception on arrival and before leaving;
- Familiarise themselves with the emergency procedures and fire action notices;
- Stay with the School representative as necessary during the visit or abide by any direction given by School staff;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not interfere with anything provided to safeguard fire safety.

Hirers or Users of School Facilities ('Lets') Generic Emergency Evacuation Plans

The School will often rent out facilities to third parties. The Business Development Manager will brief hirers on the School's fire procedures. The hirer or user must then:

- Agree and abide by the terms and conditions detailed in the hirer's documents;
- Familiarise themselves with the relevant emergency procedures and fire action notices;
- Take responsibility for the persons using the facilities they have hired and ensure that fire safety information and evacuation procedures are communicated to all persons who use the facilities;
- Observe fully any instructions and information relating to fire safety given by representatives of the School;
- Report to the School (via the Business Development Manager) any defects with fire safety equipment or concerns regarding fire safety or evacuation;
- Keep waste materials, dust and combustibles to a minimum within school premises
- Raise the alarm and evacuate the building when a fire is identified or alarm sounded;

- Avoid taking any undue risks in the event of a fire breaking out;
- Not interfere with anything provided to safeguard fire safety.

External Advisors

As required, the School may harness the support of external advisors to fulfil the role of 'Competent Person' for fire safety issues. Such advisors may be used (but not limited to) to assist in:

- Advising on fire safety and to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005;
- Undertake fire risk assessments and provide an action list of recommendations to the School;
- Formulating the fire policy and related procedures required to comply with the Order;
- Identify the fire risks and hazards which are associated with the School's' activities and formulate effective management systems to reduce the risk of injury and loss;
- Undertaking site audits to monitor the effectiveness of the School's policies, procedures and management systems;
- Any fire related incident investigation;
- Providing competent advice and support relating to any concerns, queries or questions that arise relating to fire safety management.

Procedures

Fire Procedure

The School's Approach to fire safety and evacuation procedure is outlined at Appendix 1 and **MUST** be read in full. Enclosures then provide details for evacuation procedures in the Boarding Houses/outlying buildings.

All staff are to be familiar with the School Fire Procedure. Individual instructions are issued for each Boarding House and other specified areas of the School by the Fire Safety Officer, through the Estates and H&S Manager. House Staff are responsible for ensuring that all pupils are aware of the action to be taken in the event of fire.

A school-wide fire practice will take place at least once a term and all boarding Houses, must have at least one practice per term and during the year at least one of these should be during sleeping hours.

The Fire Safety Officer will maintain close liaison with the local Fire service.

The maintenance of the Fire Alarm System is carried out under contract. It is serviced on a regular basis, normally during the school holiday periods. It is considered a serious disciplinary offence to interfere or tamper with the alarm system or sensors.

The maintenance of fire extinguishers and other items of fire-fighting equipment is also carried out under contract. Equipment is to be serviced on an annual basis and visually checked and recorded by the Estates team on a weekly basis.

The fire alarm in all buildings must be checked daily at the fire panel and weekly, using different call points to initiate the alarm. The Estates team must maintain records of checks and the call point used.

Each Boarding House/building has a Fire Safety File that should be used if the Fire Service attends.

All staff are to ensure that fire exits and the routes to them are kept clear of obstructions at all times.

Fire Safety Advice

As the designated Fire Safety Officer, the Bursar can advise on fire safety issues as required, or may seek external assistance. Any requests for advice or guidance should be directed to them in the first instance. Where necessary they may engage the Hereford and Worcester Fire Safety Officer. Staff must raise any concerns they identify no matter how trivial they may appear and ensure all issues are addressed and recorded.

Coordinating Detail

Inspections

In order to reduce the risk of fire and in line with wider health and safety checks, the following inspections are to be conducted:


Inspection	Frequency	Responsibility	Recording
Fixed Electrical Installation	Annually	Estates and H&S Manager	Estates and H&S Manager
Fire Alarm	Weekly	Estates and H&S Manager	Estates and H&S Manager
Emergency Lighting	Monthly	Estates and H&S Manager	Estates and H&S Manager
Emergency Lighting – full discharge	Annually	Estates and H&S Manager	Estates and H&S Manager
Fire Extinguishers	Annually	Estates and H&S Manager	Estates and H&S Manager
Fume Cupboards	Annually	Estates and H&S Manager	Estates and H&S Manager
Gas fired boilers and appliances (inc. small bore supplies)	Annually	Estates and H&S Manager	Estates and H&S Manager
Portable Appliance Test (includes microwave leakage tests)	Annually	Estates and H&S Manager	Estates and H&S Manager
New personal appliances	Termly	Estates and H&S Manager	Estates and H&S Manager
Pressure Equipment (e.g. Kitchens/Laboratories)	Annually	Estates and H&S Manager	Estates and H&S Manager
Lifts	6 monthly	Estates and H&S Manager	Estates and H&S Manager
Lifting equipment	Annually	Estates and H&S Manager	Estates and H&S Manager
Catering Equipment (including classrooms)	Annually	Head Chef	Operations and Compliance Manager
Laundry Equipment	Annually	Housekeeping Co-ordinator	Operations and Compliance Manager

Health and Safety Committee

The Health and Safety Committee is the forum within which fire safety concerns can be raised and checks made to ensure procedures are being followed. Heads of Departments are to ensure that they are represented at the meeting and that their representative is briefed in order to raise any ongoing concerns.

Appendix and Enclosures

Appendix 1	<u>Fire Safety</u>
Enclosure 1	<u>Fire Procedure in Benhams</u>
Enclosure 2	<u>Fire Procedure in Greenslade</u>
Enclosure 3	<u>Fire Procedure in Poulton/ Austen</u>
Enclosure 4	<u>Fire Procedure in The Mount Laundry</u>
Enclosure 5	<u>Emergency Procedure in the Sports Centre</u>
Enclosure 6	<u>Fire Procedure in The Avenue Graduate Accommodation</u>

Authorised by	Governors of Malvern St James Girls' School
Signature	
Date	19 June 2024

Effective date of the policy	19 June 2024
Review date	Summer Term 2025

Fire Safety

Introduction

As highlighted in the main document, the School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. This Appendix outlines the procedures which are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Role of the School Fire Safety Officer

The Bursar is the designated School Fire Safety Officer and is responsible for ensuring that:

- Everyone in the school (including visitors and contractors) is given clear verbal instructions on where they should go in the event of fire;
- Procedures for emergency evacuation are regularly tested and lessons absorbed;
- Fire risk assessments are regularly reviewed and updated;
- Fire prevention measures are meticulously followed;
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt;
- The fire safety procedures are promulgated to the entire school community;
- Records are kept of the fire induction training given to new staff. New pupils are instructed in the evacuation procedure;
- measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- measures in relation to the means of escape from the premises;
- measures for securing that, at all material times, the means of escape can be safely and effectively used;
- measures in relation to the means for fighting fires on the premises;
- measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
- measures in relation to the arrangements for action to be taken in the event of fire on the premises,
- measures relating to the instruction and training of employees; and
- measures to mitigate the effects of the fire.

Standard Emergency Evacuation Notice

All new staff and pupils are to be shown the following notice which is on display around the School:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit;
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Dome gardens. Do not allow the pupils to take anything. Shut doors and windows behind you;
3. Main Building is connected to the Fire Monitoring Service;
4. If you have a disabled pupil in your class, you should move her downstairs, using one of the special evacuation chairs;
5. Take the register of your form as soon as you reach the assembly point;
6. Report anyone who is missing immediately to the Senior Deputy Head or Fire Safety Officer who will inform the Fire Service. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services;***
7. Remain at the assembly point with your pupils until all clear is given.



Fire Safety Procedures

Briefing new staff and pupils

All new staff (teaching and operations alike) and pupils will be given a briefing on the School's emergency evacuation procedures on their first day at Malvern St James. Line managers are to ensure they are shown where the emergency exits and escape routes are located, and walked to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and the School will ensure that all staff know what they should do on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

Initiating evacuation procedure – Main school and other property

The School Fire Safety Officer will coordinate the timing of Fire Evacuation Drills with the SLT. If the alarm goes off for this or any other reason, the reception staff have standing instructions to contact Avenue, the Sports Centre, the Health Centre and the boarding houses. The main building alarm system automatically summons the fire Service via a monitoring service company.

Visitors and contractors

The boarding houses are connected to a monitoring service which automatically alerts the Fire and Rescue Service. Housemistresses are responsible for coordinating the evacuation of their property and the registering of boarders and visitors. All Boarding Houses / outlying buildings have Fire Procedures to follow (see Enclosures 1-6 to this Appendix) and regularly practise both night and day evacuations.

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. The Receptionist is to make them aware of the 'Action In The Event of Fire' notice' and highlight the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc., a brief announcement is to be made by the organiser of the event, advising attendees of the location of the emergency exits that they should use in the event of the alarm sounding.

Action in the Event of Fire – Main School Site on discovering a fire

- Alert other users of the building by activating the nearest call point, which are located on corridors and stairwell exits;
- Having raised the alarm, evacuate the building to the Dome Gardens (accessed via Avenue Rd 150m uphill from the main school gates), where a roll call of visitors will be taken by designated members of staff;
- Only attempt to use the firefighting equipment in the building to tackle very small, contained fires or to aid your escape from the building;
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On hearing the fire alarm during the School day

- Leave your possessions in the room and, closing the windows and doors without putting yourself at risk, leave the building via the nearest marked escape route;

- Make your way to the Dome Gardens (accessed via Avenue Rd 150m, uphill from the main school gates), where a roll call of visitors will be taken by designated members of staff;
- Only attempt to use the firefighting equipment in the building to tackle very small, contained, fires or to aid your escape from the building;
- Catering, Housekeeping and Estates team members to evacuate to the side of the main building where a roll call will be taken by designated members of staff, reported via the WhatsApp MSJ Incident group.

On hearing the fire alarm at weekends or after the School day

If the fire alarm sounds in the Main School building during the weekend or after 18:30, pupils should return to their Houses where a member of staff will set off the house fire alarm ensuring all pupils are accounted for.

Catering, Housekeeping and Estates team members to evacuate to the side of the main building where a roll call will be taken by designated members of staff, reported via the WhatsApp MSJ Incident group.

Disabled/Non-ambulant staff, pupils or visitors

The School has a special one-to-one induction on fire safety for disabled/non ambulant pupils and their carers and for disabled members of staff. The Senior Deputy Head is to arrange this for new pupils and the Fire Safety Officer for staff.

Teachers located in classrooms by stairwells and carers of disabled pupils are to be trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people downstairs in an emergency. One of these chairs is located on the second floor of Main Building (near the classrooms), the third floor by the Health Centre and the second floor of the Science Education Centre. Personal Emergency Evacuation Plans will be included in risk assessments for such people.

Responsibilities of teaching staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for registering their forms (where appointed as Form Tutor or Deputy Form Tutor) on arrival at the assembly point at the Dome. They must ensure that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Senior Deputy Head or Deputy Head Pastoral. It is the responsibility of the Senior Deputy Head or Deputy Head Pastoral to ensure that this information is passed to the Fire and Emergency service via the Fire Safety Officer who remains at the Main School building waiting for the Fire and Emergency Service.

On no account should anyone return to a burning building.

Fire practices

The School will hold at least one whole School fire practice every term. Each boarding house has a fire practice each term, one of which will be carried out during sleeping hours. This, combined with a programme of inducting new staff and pupils with emergency escape procedures, helps to ensure that the school can be safely evacuated in the event of a fire. All records of fire practices are stored within Smartlog.

Letting or hiring the school

The School's standard contractual terms for letting and hiring the School, cover fire safety and specify that the hirer should certify that they have read and understood the School's fire safety policy and procedures. A member of the Estates Department is always on call when the School is let or hired for an outside function or event.

Fire Risk Assessment

The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions

The Fire Safety Officer or external consultants will regularly conduct risk assessments of all rooms, laboratories, corridors, stairs, sports buildings etc. of Malvern St James. The risk assessment shall be reviewed every year, and a new one undertaken if significant changes are made to the interior of buildings, or new buildings are bought or added to. Periodically, fire risk assessments will be reviewed or re-written by external consultants.

Enclosures:

- 1 [Fire Procedure in Benhams](#)
- 2 [Fire Procedure in Greenslade](#)
- 3 [Fire Procedure in Poulton](#)
- 4 [Fire Procedure in The Mount Laundry](#)
- 5 [Emergency Procedure in the Sports Centre](#)
- 6 [Fire Procedure for the Graduate accommodation at The Avenue](#)

Fire routine Benhams house

1. The Benhams Fire alarm will cover the Boarding House and The Rectory;
2. When the fire alarm sounds the evacuation should commence immediately; this may be through the common room fire door, or the side door and not just the main entrance. The monitoring service will alert the Fire Service. The Housemistress (HM), Deputy Housemistress (Dep HM) or person in charge of the group staying in Benhams, will collect the fire register located next to the final exits;
3. The other member of staff stands in an appropriate place reminding the pupils to be silent and to remain calm. If appropriate the other member of staff collects the visitors' file and the signing in and out sheets which are then referred to when accounting for missing pupils or visitors to the house;
4. The pupils line up on the drive to the front of the house (or the garden to the rear depending on the situation) in alphabetical order. The HM or Dep HM moves along the line asking each girl in turn to say their **own** name, marking with a tick if they are present. Other staff may be asked to assist with a torch and when safe to do so to contact the Night Security Warden to advise of the situation;
5. If there are overnight visitors in the house or pupils absent then a list will have been compiled and attached to the main fire register;
6. When the House is assembled outside, the HM or Dep HM will keep them calm until the Fire Service say that it is safe for them to return inside. If there is a delay in returning to the House then the pupils should be taken to Greenslade to keep warm;
7. During the weekend and after 18:30 if the fire alarm sounds in the main school building, pupils should return to their Houses where a member of staff will set off the house fire alarm ensuring all pupils are accounted for;
8. The WhatsApp MSJ Incident group will be used to facilitate emergency communications between marshals and key staff during a fire alarm.

Procedure For Drills

1. The Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The firebox is located in the hall of the Oak door. To activate the alarm, select menu, disable controls and enter the code. Press Evacuate to set it off. When pupils have evacuated and been registered the member of staff should press Silence Alarm. The fire drill should be completed following the procedure outlined above. The alarm should be reset and controls disabled.
2. When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismiss the pupils; it may be better to do this later if it is a night time drill.

3. After completing the drill, the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. Between 3 to 4 minutes is the normal length of time.

Timing For Fire Drills

- Fire drills must be held regularly, and always recorded;
- An unannounced fire drill should be held by the end of the first full week of term, but a walk through is done on the first evening the boarders are back in the house;
- Must have at least one practice per term and during the year at least one of these should be during sleeping hours;
- It is important that weekly, flexi and occasional boarders are familiar with the procedure.

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed by the Housemistress or staff on duty, it is sent electronically to the Fire Safety Officer. An electronic copy is kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Fire Safety Officer.

Greenslade Fire Procedure

The Boarding House is housed off site from the main school building.

The Greenslade Fire procedure is as follows:

1. All pupils in Greenslade are placed on a fire list. Copies of these lists on boards are kept in a fire box next to the side door (east entrance) of the building. Pupils to line up in the prescribed list and order. On the gravel driveway by the side door to the east of the building.;
2. The person at the top of each fire list is responsible for collecting the fire board from the box. They then check each pupil off, according to her fire list, and report any pupils missing to the member of staff on duty;
3. When the fire alarm goes off, pupils line up in their fire list groups, outside the side door in silence;
4. Members of staff take check on OneNote the night check lists if after 22:30;
5. The pupils remain outside until the Fire Service give the authority to re-enter the building. If it is raining, the pupils line up under the porch near the east end of the building. If it is particularly wet or cold the group should be evacuated to The Dome or another Boarding House;
6. There are regular fire drills. There must be a fire drill each term within the first week. Should have at least one practice per term and during the year at least one of these should be during sleeping hours;
7. During the weekend and after 18:30, if the fire alarm sounds in the main school building a member of staff will do a register to ensure all pupils are accounted for;
8. The WhatsApp MSJ Incident group will be used to facilitate emergency communications between marshals and key staff during a fire alarm.

Procedure For Drills

1. The Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The firebox is located in the hall of the Oak door. There is a key on the front. Put it into the key slot and turn it. Press Sound Alarm to set it off, when majority of pupils have left the building, the member of staff not doing registration should press Silence Alarm. The fire drill should be completed following the procedure outlined above;
2. When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the pupils; it may be better to do this later if it is a night time drill;
3. After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. Between 3 to 4 minutes is the normal length of time.

Timing For Fire Drills

- Fire drills must be held regularly, and always recorded;
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk through one is done on the first evening the boarders are back in the house;
- Must have at least one practice per term and during the year at least one of these should be during sleeping hours;
- It is important that weekly, flexi and occasional boarders are familiar with the procedure.

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed by the Housemistress or staff on duty, it is sent electronically to the Fire Safety Officer. An electronic copy is kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Fire Safety. The file is in the Housemistress's office.

Poulton and Austen Fire Procedure

Given that Poulton and Austen Boarding Houses are located within the main building, during the school day, (08:00 – 18:30) the main School fire procedure is to be followed. Outside these hours and on the weekend the Poulton and Austen Fire procedure is followed.

- All pupils in Poulton and Austen are all placed on a fire list. Copies of these lists on clipboards are kept in a fire box next to the side door;
- On hearing the alarm, pupils are to evacuate the building by the nearest exit. Pupils to then line up in their fire list groups, Poulton in the car park by the side door, Austen in the car park by the porte cochere;
- The duty member of staff will take the fire lists from their box by the side door as long as it is safe to do so. They then check each pupil off and follow up on any missing pupils.
- Members of staff will take down the signing in and out folders;
- The pupils remain outside until the Fire Service give the authority to re-enter the building. If it is raining, the pupils line up outside the arch by York Hall. If the cause of the smoke is known to staff and there is no risk to pupils, after consultation with the Estates staff on duty, a member of staff should re-enter the building and open the door by York Hall, so that they can wait in the warmth and dry. This part of the building is an extension to the main building and the group can be easily removed from here, in a subsequent emergency. If York Hall is considered a risk, then the group should be evacuated to The Dome or another Boarding House;
- If pupils from other Houses are eating in the dining room when the alarm sounds, they should return to their Houses where a member of staff will set off their fire alarm ensuring all pupils are accounted for;
- The WhatsApp MSJ Incident group will be used to facilitate emergency communications between marshals and key staff during a fire alarm.

Procedure For Drills

1. The Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The firebox is located in the hall of the Oak door. There is a key on the front. Put it into the key slot and turn it. Press Sound Alarm to set it off, when majority of pupils have left the building, the member of staff not doing registration should press Silence Alarm. The fire drill should be completed following the procedure outlined above;
2. When the House is assembled, the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the pupils - it may be better to do this later if it is a night time drill;
3. After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. Between 3 to 4 minutes is the normal length of time.

Note that the gas is automatically shut down when the fire alarm is sounded, so the Night Security Warden should be contacted to turn this back on and reset the boilers within the building after the alarm has sounded.

Timing for Fire Drills

- Fire drills must be held regularly, and always recorded;
- An unadvertised fire drill should be held during the first week of term, but a walk through one is done on the first evening the boarders are back in the house at the start of a new academic year in September;
- Should have at least one practice per term and during the year at least one of these should be during sleeping hours

It can be difficult to decide exactly when to hold a fire drill e.g. if it is to be late at night, ensure pupils don't have to be up early for a match or another activity.

It is important that all members of staff are familiar with the fire routine. An early morning (say between 06:30 – 07:00 on a Saturday morning) is a good time to hold a fire drill. Sundays are also a good time, but again one has to assess the effectiveness of a fire drill if a number of pupils are away on an optional exeat. It is important that weekly boarders are familiar with the procedure.

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed by the Housemistress or staff on duty, it is electronically sent to the Fire Safety Officer. An electronic copy is to be kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Fire Safety Officer.

The Mount Laundry Fire Procedure

The following procedure should be followed by staff in the event of a fire within Mount Laundry:

- If you discover a fire, sound the Alarm by breaking the glass of a Red Call Point (anywhere in the building) only if you are nearer to it and only if it is safe to do so (the Fire alarms will 'sound' automatically if heat or smoke is detected by overhead sensors);
- Staff to evacuate the building quickly and quietly via the closest and safest fire exit;
- Once you have left the building by the nearest safe exit, go straight to the pavement outside the property;
- Report the evacuation via the WhatsApp MSJ Incident group; this is used to facilitate communications between marshals and key staff during a fire alarm.
- On arrival of the Fire Service notify them of any missing people and their locations and inform them that the property is owned by The Mount Ltd, The Gate House, The Old Fire Station, Copenhagen Street, Worcester WR1 2EB;
- **You must not allow anyone to go back into the building until the Fire Officers have checked it, nor must you go back in yourself.** If the fire alarm sounds and you have not 'triggered' a practice or test, you must assume it is a fire and follow the above procedure.

Fire Exit Locations

Main Fire Exits:

- Main side door Laundry entrance;
- Corridor side door rear of Laundry.

Procedure For Drills

The Operations and Compliance Manager will undertake the practice drills, the fire drill should be completed following the procedure outlined in the section above.

Timing For Fire Drills

- Fire drills must be held regularly, and always recorded;
- An unadvertised fire drill should be held during the first week of term.

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed by the Laundry Supervisor, it is sent to the Fire Safety Officer. A copy is kept in the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Fire Safety Officer.

Procedure for the Evacuation of the Sports Centre in case of Fire or Emergency

1. Action on discovering a fire

- a) Operate the nearest alarm call point
- b) Leave the building without delay
- c) Do not stop to collect personal belongings
- d) Proceed to the appropriate assembly point:
 - Pupils and academic staff to go to Dome gardens;
 - Sports Centre staff and members, on Sports Centre car park.

2. What to do if the fire alarm sounds

- a) Leave the building immediately by the nearest exit;
- b) Proceed to the appropriate assembly point;
- c) Do not stop to collect personal belongings;
- d) Do not use the lift.

3. Staff responsibilities

- a) The Sports Centre Manager is responsible for ensuring that the Fire Service is contacted. If he is not on shift a responsible person will be nominated in advance;
- b) The responsible person will then phone the main School Reception, advise the Receptionist that the alarm is in progress and that the Fire Service has been called. The School Receptionist will then make contact with the Deputy Head Pastoral and the Fire Safety Officer and advise them of the situation;
- c) The teaching staff are responsible for the evacuation of any school pupils and for escorting them across the road to the assembly point at the Dome. This should include any pupils taking part in activities on the pitches. The teaching staff members should collect and take the register for any lessons taking place with them and should advise the Sports Centre responsible person when they have completed their evacuation;
- d) The Sports Centre staff, under the Manager's supervision and assuming it is safe to do so, are responsible for a sweep of the building, to include changing rooms and toilet facilities;
- e) The Sports Centre staff will direct all members, visiting lets and spectators, to the assembly point in the car park;
- f) In the event of a false alarm it is important that the system is not reset until the Fire Service have checked the building and are satisfied that there is no ongoing risk.

The WhatsApp MSJ Incident group will be used to facilitate emergency communications between marshals and key staff during a fire alarm.

4. **Liaising with the Fire Service**

- a) The Fire Safety Officer, or in their absence the Sports Centre Manager or their appointed responsible person, will liaise with the Fire Service on their arrival at site;
- b) The Fire Service should be advised of the seat of the fire, if known, and the location of any person awaiting rescue within the building;
- c) The alarm system should not be reset or silenced until the Fire Service have checked the building and are satisfied that there is no ongoing risk;
- d) The responsible person should not allow anyone to re-enter the building until directed by the Fire Service that it is safe to do so.

5. **Returning to normal operation following a Fire Alarm at the Sports Centre**

- a) Once the Fire Service has deemed the building safe to re-enter, then the Sports Centre staff and members may do so;
- b) The responsible person will then make contact, via mobile phone **07841775812**, with the Deputy Head Pastoral to advise her that it is safe for the pupils to return to lessons.

6. **In the event of a fire in another area of the School**

- a) If a Fire Alarm is triggered in another area of the School, then the main School Receptionist is responsible for contacting the out-lying buildings; this will include the Sports Centre;
- b) On receiving an alarm call from the main reception, the Sports Centre staff are responsible for activating the Fire Alarm at the Sports Centre and initiating a full evacuation of pupils and members. In this instance there is no need for a call to the Fire Service by the Sports Centre staff;
- c) Following an activation in another area of the School, once a register of the members and Sports Centre staff has taken place at the assembly point, then the Sports Centre can reset the alarm system and then return to normal operations.

Fire Procedure for the Graduate accommodation at The Avenue

1. The Avenue Fire alarm will cover the Music curriculum areas and the graduate teacher residential accommodation;
2. During the school day (08:00 – 18:30) the main school fire procedure will be followed. This procedure applies for the periods of time the graduate teachers reside in the accommodation outside of the usual school day hours and during non-term times;
3. When the fire alarm sounds the evacuation should commence immediately; this may be through the main landing to the main stairwell to access the ground floor to leave the building or using the staircase leading into the rehearsal room to leave the building. The monitoring service will alert the Fire Service;
4. The staff line up by the fire assembly point in the Avenue garden on the lawn. They will check who is present and whether they know of the whereabouts of the other graduates. They will use the WhatsApp Incident Group to communicate with the key staff on duty to manage the fire alarm activation;
5. No-one should re-enter the building until the Fire Service have advised it is safe for them to do so, or in their absence the estates team person on duty. If there is a delay in returning to the graduate accommodation, then the staff go to the main building to keep warm.

Procedure For Drills

The Estates team should first contact the monitoring service and request that the system be put on test for the duration of the drill. The fire panel is located by the front door. To activate the alarm, take the key from the security box next to the panel, put it into the key slot and turn it. Press one of the call points to activate the alarm. When the fire procedure above has been followed, silence the alarm at the panel and reset it, prior to anyone re-entering the building.

After completing the drill, the Estates team should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. Between 3 to 4 minutes is the normal length of time for this to take.

Timing For Fire Drills and record keeping

Fire drills are held at the start of the academic year and recorded. The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed by the Graduate staff or Estates staff on duty, it is sent electronically to the Fire Safety Officer.