



Wetherby Senior School

Fire Safety Policy

Reviewed by DAVID LAWRENCE (DEPUTY HEAD: STAFF & OPERATIONS): November 2021

Next review: June 2022



1 Introduction

- 1.1 It is the aim of the School to ensure that, as far as is reasonably practical; pupils, staff, visitors and property are safe from the risk of fire.
- 1.2 This policy aims to provide clear guidance and information on how the School provides for fire safety in the school, including procedures regarding how the School would respond in the event of a fire.
- 1.3 The policy makes note of the guidance provided by the Government in *Fire safety in new and existing school buildings, 2014*¹. The relevant guidance is reproduced here:

12.1 Existing buildings

Schools are required to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.

Under the Regulatory Reform (Fire Safety) Order 2005 (RRO) fire legislation has become simplified. The Department for Communities and Local Government has produced a guide for schools ([fire safety risk assessment: educational premises](#)). The guide deals with the provision and management of fire safety.

You will need to:

- *ensure procedures are in place to reduce the likelihood of fire*
- *maintain fire detection and alarm systems*
- *ensure staff and pupils are familiar with emergency evacuation procedures*

It is important that:

- *fire risk assessments are kept up to date*
- *fire precautions remain current and adequate (they should be reviewed in detail when significant alterations are made to a school's premises)*

- 1.4 The Facilities Manager (Ian Waters) is the Fire Safety Manager who is supervised and supported by the Deputy Head (Staff & Operations) in implementing this Fire Safety Policy.

¹ See <https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings>



- 1.5 The policy covers the following areas:
- Fire Prevention
 - Evacuation Plans
 - Fire Risk Assessment
- 1.6 This policy should be read in conjunction with:
- The Health and Safety Policy
 - The School Floorplans
 - APG Fire Safety Policy

2 Fire Prevention

- 2.1 All members of staff are to ensure that they comply with the following basic safety rules:
- 2.1.1 Combustible materials, such as cardboard boxes and packaging materials should be disposed of safely unless they are required for their purposes. When such materials are retained, they must be kept tidily in designated storage areas.
- 2.1.2 All corridors, stairways, entrances and exits must be kept clear. Particular attention must be paid to designated fire exits and escape routes which must be kept clear at all times and without exception.
- 2.1.3 Classroom displays and work displayed in other areas must be set up with care and away from sources of heat. Notices must be properly fixed to boards and not allowed to flap around.
- 2.1.4 Rubbish must be placed in bins provided. Rubbish must not be allowed to collect in hidden places behind cupboards etc. Particular attention should be paid to general tidiness and areas around electrical appliances.
- 2.1.5 Stationery store cupboards containing stationery and other combustible materials to be kept closed and tidy.
- 2.1.6 Boiler rooms must be kept clear, clean and locked.
- 2.1.7 Electrical equipment must be used properly and kept in safe working order. Electrical plugs must not be overloaded.
- 2.1.8 Clothing and costumes are often highly inflammable. They must be stored tidily and well away from any heat source.



2.2 The following staff have particular responsibilities as shown:

Responsibility	Member of Staff
Termly fire practices and emergency evacuation drills, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens who help to ensure that the School can be safely evacuated in the event of a fire	Deputy Head (Staff & Operations) and Premises Manager
Testing all fire alarms weekly and recording results	Facilities Manager
Keeping fire routes and exits clear	Deputy Head (Staff & Operations) has delegated day to day management to the Facilities Manager
Ensuring that flammable rubbish and combustible materials are stored away from buildings	Facilities Manager
Arranging the annual service and maintenance of fire alarms, smoke detectors, emergency lighting, fire extinguishers and other alarm systems	Facilities Manager liaises with APG Estates Team – detailed on the facilities sharepoint system
Checking that all Science and Art and Design equipment is switched off, where appropriate, at the end of the school day	Heads of Science, Biology, Chemistry, Physics and Art and Design (working with the relevant technicians)
Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers	Heads of Science, Drama and Art and Design (working with the relevant technicians)
Setting all computers, projectors, printers and electronic whiteboards to switch off automatically each evening and during weekends and holidays	IT Systems Manager
Fixed Electrical Safety Testing	City Surveyor, who will provide the School with a copy of current electrical installation certificates
Regular portable appliance testing	Facilities Manager and Science Technicians
All gas appliances and installations (boilers, kitchen equipment, etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers	Facilities Manager liaises with APG Estates Team – detailed on the facilities sharepoint system
Switching off all kitchen equipment at the end of service	Catering Managers
Implementation of robust permits to work for all physical works on the fabric of the buildings and associated equipment, including hot works	Facilities Manager – following APG guidelines



3 Evacuation Plans

- 3.1 The Head, or another member of staff as delegated by the Head, such as the Deputy Head (Staff & Operations), will ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- save life
 - prevent injury
 - minimise loss
- 3.2 The emergency plans are based on this sequence of priorities. Details of Fire Evacuation Procedures are in given in the Appendices:
- Fire Evacuation Procedures (Bulstrode – Marylebone Lane & Hannah House) (Appendix 1)
 - Fire Evacuation Routes (Bulstrode – Marylebone Lane & Hannah House) (Appx 2)
 - Procedure for Evacuation of the building by Disabled People and those unable to use stairs (Appendix 3)
 - Procedure for Evacuation from the Studio Theatre (Appendix 4)
 - Procedure for Evacuation during break times or class change (Bulstrode – Marylebone Lane & Hannah House) (Appendix 5)
 - Procedure for Evacuation during Public Exams (Hannah House) (Appendix 6)
 - Fire Evacuation Procedures (Hinde St MC) (Appendix 7)
 - Fire Alert Notice (Bulstrode – Marylebone Lane & Hannah House) (Appendix 8)
 - Fire Evacuation Check Sheets (Appendix 9)
 - Risk Assessment for walk to muster point (Appendix 10)
 - Fire Risk Assessment (Appendix 11)
- 3.3 All staff are to familiarise themselves with the nearest available exit route out of the building from rooms where they teach or work. The Evacuation Procedures for each room are displayed in the room. Staff should also to make themselves aware of alternative routes to evacuate the building in the event that your nominated escape route cannot be used for any reason.

4 Fire Risk Assessment

- 4.1 The School's procedure for responding to Fire Risk Assessment recommendations is given in Appendix 11.



5 **Monitoring and Review of Policy**

- 5.1 The plans will be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular Health & Safety Committee review and the outcome will be reported to the APG Governors.
- 5.2 This policy will be reviewed on a three yearly basis (or more regularly where required) prior to approval by the Board of Governors.



Appendix 1: Fire Evacuation Procedures (Bulstrode – Marylebone Lane & Hannah House)

The procedures detailed below are to be followed in the event of an evacuation of the School's buildings due to fire.

1.1 Fire Evacuation Orders

A copy of the Fire Evacuation Orders is to be displayed in every teaching room (including music practice rooms), as well as Hannah House hall, the drama studio, the library, gym and spin studio, dining rooms, receptions, all offices, common rooms, staff rooms, toilets and reprographics rooms.

All staff are to familiarise themselves with the nearest available route out of the building from rooms where they teach or work, and the alternative routes. If the route you take includes the use of a staircase, then once you are on the staircase you must continue right down to the bottom of it and exit the building at Level 1.

1.2 Incident Control Point and Incident Controller

The Facilities Manager controls the Incident with the assistance of the Deputy Head (Staff & Operations) from Reception in either Hannah House or Bulstrode Street until relieved by an Emergency Services Officer. In the event that Reception cannot be used as the Incident Control Point the incident controller will operate from either the South or North entrance in Hannah House or the rear gate at 100 Marylebone Lane.

1.3 Alarm sounding and response

1.3.1 Fire Evacuation Warning Sounds

The Fire Alarm is a high-pitched variable tone, which will sound continuously until the all clear is given.

1.3.2 Response

When the first signal sounds take the following actions:

- Switch off all (electrical) apparatus
- Close all windows and inter-connecting doors; doors should not be locked
- Remind all pupils that all bags must be left in the room and that they must move IN SILENCE
- Take a head count and a photo of the lesson monitor register (if possible)
- Put on high visibility waistcoat

1.3.3 Evacuation

In an evacuation, everyone must proceed to the nearest fire exit and leave the premises quickly and in a disciplined and orderly manner. Teaching staff must stay with their class and escort them to the muster point in Paddington Street Gardens. Pupils and Staff must move in silence so that instructions may be given and heard as necessary.



1.3.4 Checking the building – Fire Wardens

Fire wardens and reserves are assigned to each level of buildings across the campus. All fire wardens have completed the Educare module: How to be an Effective Fire Warden or Fire Marshal. Wardens quickly check that all rooms and spaces on their floor (including offices and WCs etc) are clear and mark them on their respective fire evacuation check sheet. The completed check sheet must be handed to the Incident Controller on leaving the building. The incident controller will retain the sheets and tally off that the whole building has been checked and report it as such to LFB staff in attendance.

1.3.5 List of Fire Wardens and reserves

LEVEL	Warden	Reserve
HB	Ilia Avroutine	David Lawrence
H0	Angela Neilson	Julian Robertshaw
H1	Andre Astbury-Palmer	George Bowman
H2	Kate Eaves	Ruth Atkinson
H3	Miranda Nash	Andrew Atkinson
H4	Lucy Murray	Adam Chidell
BB	Ryan Underwood	James Sullivan
B0	Amy Hodkinson	Kathryn Easthope
B1	Nathan Murphy	Monty Lewis
B2	Samantha Smith	Monty Lewis
B3	Alex Wingrove	Zeynep Holmes
B4	Alayna Smith	Lillian Maroudi
M0	Abbey Twomey	Mary Erekpaine
M1	Dena Deedat	Oliver Davies
M2	Mehrnoush Ataii	Briony Phillips
M3	Tim Pimlott	Emma Zaman



1.3.5 Specific Duties of Designated Staff

Designated staff are to carry out the following specific duties:

<u>Facilities Manager</u>	<ul style="list-style-type: none"> to report to Reception and take control as the Incident Controller
<u>School Secretary (or sub) in BSML</u> <u>Receptionist (or sub) in HH</u>	<ul style="list-style-type: none"> To coordinate the printing of the Synel automated fire register To alert reception in the other building that there is a fire alarm sounding To call the Facilities Manager (07843583720) and the Deputy Head (Staff & Operations) (07469 850798) To collect the relevant fire folder for that day in the timetable and the fire event grab bag and take them to the muster point in Paddington Street Gardens. To assist the Muster Point Controller by the issuing and receiving of registers as Muster Point Assistant.
<u>Headmaster (BSML fire)</u>	Will assist the muster point controller or deputise as required.
<u>Deputy Head (Academic) BSML or Deputy Head (Pastoral) HH</u>	<p>The relevant Deputy will act as Muster Point Controller to ensure:</p> <ul style="list-style-type: none"> Boys are marshalled into teaching groups or forms as per the muster point plan and to direct operations via the megaphone. To order the distribution of class / tutor group registers To account for the completed registers <p>In the event that the DH is absent the following members of staff will substitute as Muster Point Controller: DH (Academic) > Head of Sixth Form > Head of Co-Curricular DH (Pastoral) > Head of Middle School > Head of Lower School > Director of Studies</p>
<u>Director of Music</u>	<p>In the event of fire at Hannah House, the Director of Music (or his assistant) will:</p> <ul style="list-style-type: none"> account for all peripatetic teaching staff to the Muster Point Assistant ensure that they are standing in the designated area as per the muster point plan.
<u>Other Admin staff</u>	<p>In the event of a fire at BSML, the Head's PA will</p> <ul style="list-style-type: none"> account for the presence of admin staff and ensure that they are standing in the designated area as per the muster point plan. <p>The Registrar / Finance Officer will:</p> <ul style="list-style-type: none"> assist the Muster Point Assistant with the distribution and collection of fire registers as directed by the Muster Point Controller.

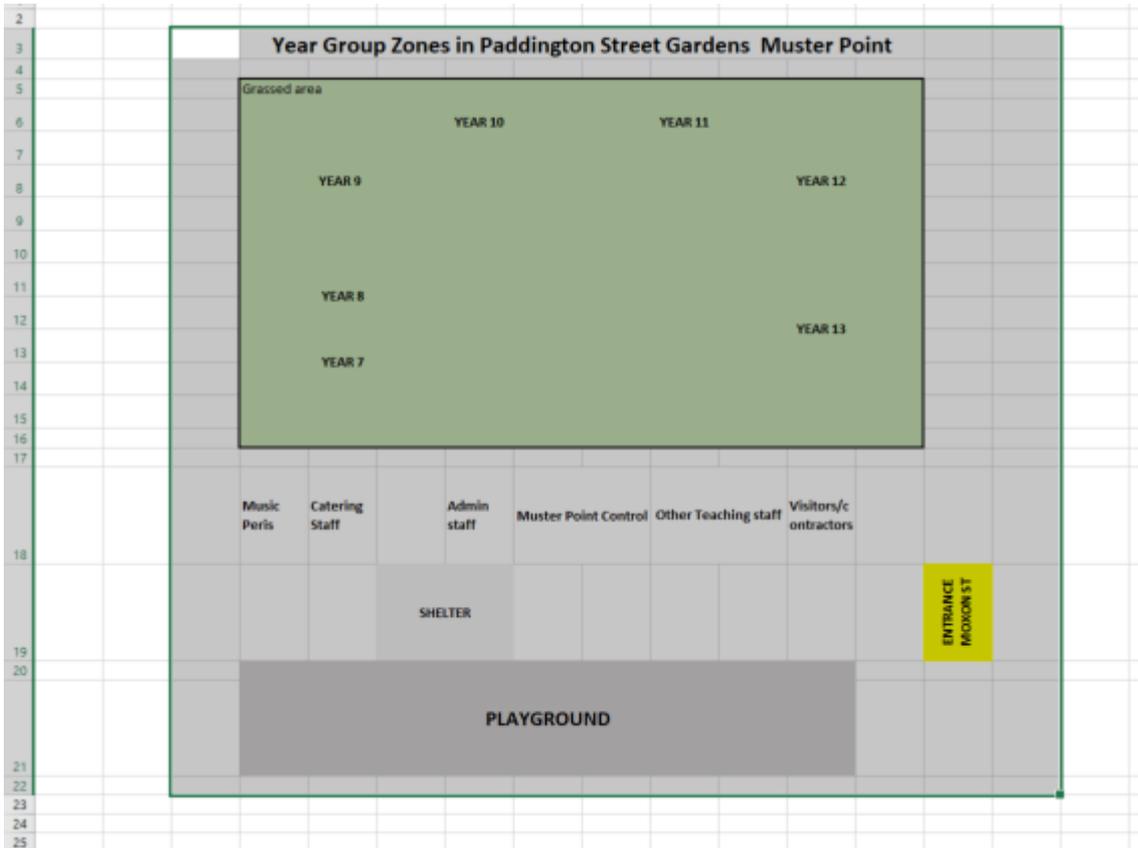


<u>Catering Manager</u>	<p>In the event of fire will:</p> <ul style="list-style-type: none">• ensure that all gas etc is turned off• escort his staff to the muster point.• ensure that his staff are accounted for to the Muster Point Assistant, and that they are standing in the designated area as per the muster point plan.
<u>Cleaning Supervisor</u>	<p>If the fire alarm sounds once cleaning staff are on site. The supervisor will:</p> <ul style="list-style-type: none">• escort cleaning staff to the muster point,• ensure that staff are accounted for to the Muster Point Assistant, and that they are standing in the designated area as per the muster point plan.



1.4 Muster Point (Paddington Street Gardens)

1.4.1 The Fire Evacuation Muster Point is in Paddington Street Gardens. The forming up points are shown in the diagram below:





1.4.2 Walking to the muster point

Boys will walk in an orderly fashion to the muster point via the following routes:

From Hannah House. Turn left out of the building to corner of Blandford Street and then first left into Aybrook Sreet. Paddington Street Gardens entrance is a left turn into Moxon Street.

Boys should remain on the pavement and walk in orderly pairs, supervised by teachers as per the prepared risk assessment. Care should be taken in the supervision of boys returning to the building following an all-clear.

From Bulstrode Marylebone Building. Turn left down Bulstrode Street to the junction with Thayer Street. Turn right on Thayer St and cross zebra crossing then cross George Street and Blandford Street zebra crossings. Turn left on Blandford Street and then first right into Aybrook Sreet. Cross the zebra crossing to the west side pavement. Paddington Street Gardens entrance is a left turn into Moxon Street.

Boys should remain on the pavement and walk in orderly pairs, supervised by teachers as per the prepared risk assessment. Care should be taken in the supervision of boys returning to the building following an all-clear.



1.5 Registers and Roll Call

1.5.1 If the Evacuation takes place during Periods 1-4 or 5-6. Staff should register pupils as follows:

<u>Teachers in Charge of their classes</u>	<p>Classes must form up in single file in their designated point of the muster point as per the muster point plan.</p> <p>Teachers should receive the Register for your class from the Muster Point Assistant at Paddington Street Gardens. After the roll call has been taken a runner should be sent to the Muster Point Assistant to confirm all pupils of their class are accounted for or to give the names of any pupils who are not accounted for. Teachers must remain with their classes.</p> <p>Classes whose regular teacher is absent should be registered by the teacher covering the lesson</p>
<u>Teachers without a Form</u>	<p>Teachers who are not teaching a class are to report to the Muster Point Controller and stand in the designated area. They may be asked to assist in the administration at the muster or in marshalling the return route once the all-clear is given.</p>



1.5.2 If the Evacuation takes place during Registration or tutor periods. Staff should register pupils as follows:

<p><u>Tutors register their tutor groups</u></p>	<p>Tutor groups must form up in single file in their designated point of the muster point as per the muster point plan.</p> <p>Tutors should receive the Register for your class from the Muster Point Assistant at Paddington Street Gardens. After the roll call has been taken a runner should be sent to the Muster Point Assistant to confirm all pupils of their class are accounted for or to give the names of any pupils who are not accounted for. Teachers must remain with their classes.</p> <p>Tutor groups whose regular teacher is absent should be registered by the teacher covering the registration or tutor period.</p>
<p><u>Teachers without a Form</u></p>	<p>Teachers who are not form tutors are to report to the Muster Point Controller and stand in the designated area. They may be asked to assist in the administration at the muster or in marshalling the return route once the all-clear is given.</p>



1.5.3 If the Evacuation takes place at break or lunchtime or the interval between lessons. Staff should register pupils as follows:

In transition times, mid-morning break and lunchtime boys will form up at the muster point in tutor groups

- Duty staff and others will ensure an orderly exit from the building and transition to the muster point
- Fire Wardens will check their floors and report as empty to the Incident Controller
- Reception at the other building will be alerted to tell boys to remain at their current building and not transition until the all-clear is given
- Crossing point staff will direct any boys heading to the evacuated building to the muster point where they form up in their tutor group

<p><u>Tutors register their tutor groups or another member of staff may be assigned to register the tutor group if they are in the other building</u></p>	<p>Tutor groups must form up in single file in their designated point of the muster point as per the muster point plan.</p> <p>Tutors (or substitutes) should receive the Register for your class from the Muster Point Assistant at Paddington Street Gardens. After the roll call has been taken a runner should be sent to the Muster Point Assistant to confirm all pupils of their class are accounted for or to give the names of any pupils who are not accounted for. Teachers must remain with their classes.</p>
<p><u>Teachers without a Form</u></p>	<p>Teachers who are not form tutors are to report to the Muster Point Controller and stand in the designated area. They may be asked to assist in the registration process or the administration at the muster or in marshalling the return route once the all-clear is given.</p>

1.5.4 Teachers are to stay with their forms and ensure that pupils remain quiet at their assembly point so that any orders or instructions given can be heard clearly. Pupils, teaching and other staff should not move away from their muster point until the ‘all clear’ has been given (see below).

1.5.5 All non-teaching staff and any visitors or contractors are to report to their area in the muster point where they will be accounted for.

1.5.6 Further instructions will be given by the Muster Point Controller or the Incident Controller (or another member of staff deputising for any of these) as appropriate.



1.6 Evacuation of Disabled People

The procedures for evacuation of the building by disabled people are contained in Appendix 3.

1.7 The All Clear

- 1.7.1 The 'All Clear' will only be given at the muster point once the Muster Point Controller has received the order from the Incident Controller.
- 1.7.2 On receiving the 'All Clear' the Muster Point Controller will send any admin, catering, cleaning and music staff back first along with visitors.
- 1.7.3 Subject to any other instructions, members of staff who are not *Teachers in Charge of a tutor group or class* are to stand as marshals on the return route. When these staff in place *Teachers in Charge of a Form or class* are to escort their pupils back into the School in an orderly manner in line with the risk assessment.



Appendix 2: Fire Evacuation Routes (Hannah House, Bulstrode and Marylebone)

1.1 Marylebone Lane

- 1.1.1 **First floor and above.** Both the main staircase (with exit to the courtyard and Marylebone Lane) and the fire exit stairs on the south side of the building (exiting onto Bentinck Mews) should be used.
- 1.1.2 **Ground floor.** From the Drama Studio Use either of the fire exits on the south wall (exiting onto Bentinck Mews).

1.2 Bulstrode Building

- 1.2.1 Evacuate the building using the main staircase and the front entrance. If the fire is located on the ground floor, cross to the Marylebone Building and exit via the back door and courtyard.
- 1.2.2 **Basement.** Use the main staircase if available or, if not, exit via the fire exits at the front of the building and ascend the iron staircases to Bulstrode Street.

1.3 Hannah House

- 1.3.1 **First floor and above. Both staircases should be used with exits onto Manchester Street.** Leave the area and exit the building using the North or South staircase. The rear fire escape is not in use.
- 1.3.2 **Ground floor. Use all exits onto Manchester Street.** Leave the area and exit the building using the reception, North or South exits. The rear fire escape is not in use.
- 1.3.3 **Basement. Use both staircases if available or, if not, exit via the fire exits at the front of the building and ascend the iron staircases to Manchester Street.**

2. Lifts

UNDER NO CIRCUMSTANCES ARE LIFTS TO BE ONLY STAIRCASES ARE TO BE USED TO EVACUATE THE SCHOOL'S BUILDINGS.



Appendix 3: Procedure for Evacuation of the building by Disabled People and those unable to use stairs

- 3.1 **Lifts must not be used during a Fire Evacuation.**
- 3.2 Any disabled pupil or member of staff will be subject to a personal evacuation plan, which will be drawn up in consultation with the Deputy Head Staff and Operations.
- 3.3 These procedures may need to be followed where a pupil or member of staff is temporarily disabled or otherwise incapacitated, for example as a result of an injury or illness.
- 3.4 It is accepted practice that in hospitals and other buildings with wheelchair occupants or disabled, people who cannot use stairs should move to a *place of relative safety* and await further action by the Fire Service. This is preferable to the difficulties and risks of having untrained people (staff or pupils) trying to move the disabled person.
- 3.5 Therefore, if a disabled pupil or adult is on the first floor or above when the building has to be evacuated he should move onto the landing of one of the staircases and wait there. He must be careful not to block the staircase, and so may have to wait until most people have gone down. He should be accompanied by two other people (staff or pupils, but not the class teacher who is needed to supervise the rest of the class). The class teacher must report the location of the disabled pupil or adult and the identities of his / her companions to the Incident Controller before heading to the muster point.
- 3.6 The location of the disabled boy and his companion(s) will be notified to the Fire Service Officer by the Incident Controller.
- 3.7 Trained personnel are able to assist in the evacuation of disabled persons, rather than having to wait for the arrival of the Fire Brigade, using *Evac-chairs*. These are at the following locations:
 - Hannah House South Stairs 4th Floor
 - Bulstrode 4th Floor
 - Marylebone 1st Floor walkthrough



Appendix 4: Procedure for Evacuation from the Studio Theatre

4.1 There are four exits from the Studio Theatre:

- Exit 1: from the Theatre Lobby to the courtyard
- Exit 2 & 3: from the back-stage areas to Bentinck Mews
- Exit 4: from the rear of the studio to reception and the front door



Appendix 5: Procedure for Evacuation during break times or class change

- 5.1 If the fire evacuation plan is implemented during a break time or during a class change time it is imperative that all staff and students leave the building via the most direct route. They should then proceed to their Muster Point in Paddington Street Gardens.
- 5.2 It is the responsibility of Form Tutors to ensure that their form members clearly understand that they must, in the event of the fire evacuation plan being implemented during these times, evacuate the School's building immediately by the nearest exit and report to the Muster Point for the roll-call to be taken.
- 5.3 It is the responsibility of Form Tutors to ensure that their form members clearly understand where their Muster Point is located.
- 5.4 Under no circumstances should staff or students go to any room in the building to collect personal belongings.



Appendix 6: Procedure for Evacuation during Public Exams

- 6.1 The *general* arrangements for evacuation the building (for fire and security alerts) will apply during a public examination (see this policy and the Security Policy). In addition, the following *specific* details would apply. Further information is available in the Joint Council for Qualifications (JCQ) guidance *Instructions for conducting examinations*⁵.
- 6.2 The relevant section of the JCQ guidance is reproduced below.

18. Emergencies

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Advice: In dealing with emergencies you **must** be aware of your centre's policy and the expectations of your Local Authority, where appropriate.

You **must** have a **written** centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.

Advice: You may wish to laminate your emergency evacuation procedure and display this in the examination room, using coloured paper to draw attention to it.

Advice: A suggested emergency evacuation procedure for centres to use may be found on the JCQ website -
<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/centre-emergency-evacuation-procedure>

6.3 Fire Evacuation

- 6.3.1 If the fire alarm sounds in Hannah House Hall or any other room in which an exam is being conducted during a public examination (or mock examination) the invigilator(s) should announce the suspension of the examination. Pupils should stop working, remain silent and wait for a further announcement. The invigilator(s) should note the time the examination was stopped.



- 6.3.2 If it becomes necessary to evacuate the building, the invigilator(s) should inform the candidates to leave the examination room in an orderly fashion, **in silence**, by the nearest fire exit. The invigilator(s) should take the attendance register for the exam to the examination candidate muster point which is on Manchester Street on the pavement opposite to Hannah House. The candidates should be supervised by the invigilator(s) at all times, assisted by any other free staff if required. The invigilator(s) should remain with the candidates. The Exams Officer will report to the whole school muster point by telephone. No discussion about the examination is permitted.
- 6.3.3 Examination papers should be left on the desks and, when the all clear is sounded and the emergency is deemed over, candidates should return to their places. The examination will resume when the invigilator(s) announce that it should do so.
- 6.3.4 The School is bound by the regulations laid down by the JCQ and the invigilator(s) would be responsible for recording times and details relating to the suspension of the exam, evacuation, and recommencement of the exam. Invigilators will be guided by the Exams Officer(s) who is responsible for ensuring the regulations are followed.

6.4 **Damage caused by a Fire Emergency**

- 6.4.1 If it is not possible to return to the building and / or to resume the examination(s) the Exams Officer(s) will be responsible for completing the necessary JCQ paperwork regarding the disruption / cancellation of the exams.



Appendix 7: Procedure for Evacuation from Hinde Street Methodist Church

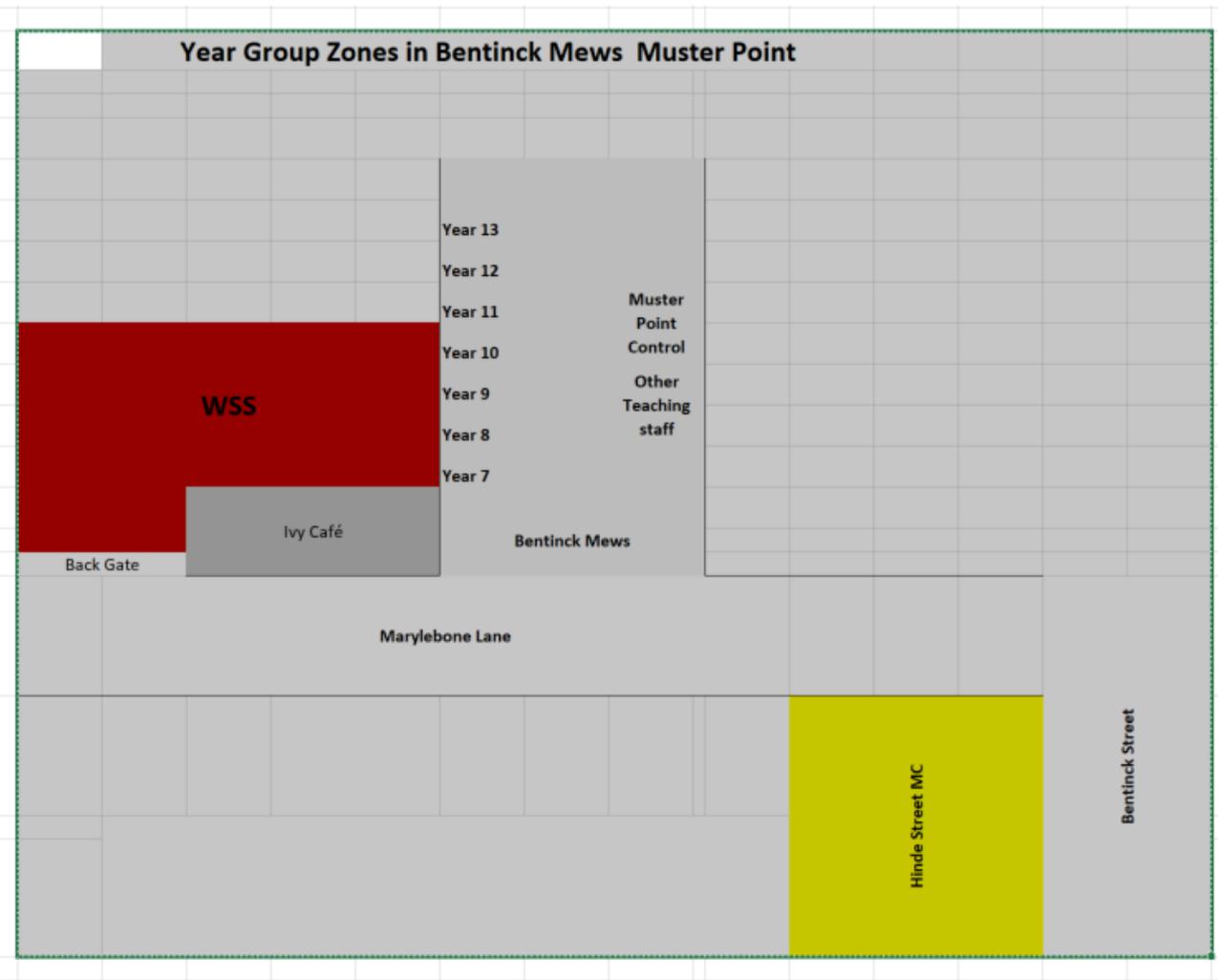
7.1 In the event of an evacuation from Hinde Street Methodist Church during an assembly, the following procedure will apply.

7.1.1 The Alarm

A continuous signal will sound. The Headmaster or other member of senior staff leading assembly will stop the assembly and the boys will sit in silence. Tutors will be asked to file out of the church via the street doors in an orderly dismissal in silence. Tutors of tutor groups upstairs will follow the same process, leading boys safely down from the church balcony to Hinde Street.

7.1.2 Muster Point in Bentinck Mews

The school will muster by tutor group in Bentinck mews:





7.1.3 Roll Call

Tutors of each tutor group (or their substitutes) will take a roll call and report to the incident commander

7.1.4 Concerts in the Church

For evening events such as the Christmas and Summer Concerts, an announcement should be made before the start of the concert as to the evacuation procedure and muster point in Bentinck Mews. A senior member of staff in attendance will be incident controller and the Director of Music and his peripatetic staff will muster the boys in the Mews to account for them.

7.1.5 All Clear

Only if / when the all clear announcement has been made the decision will be taken to continue with assembly or to dismiss the boys from the muster point



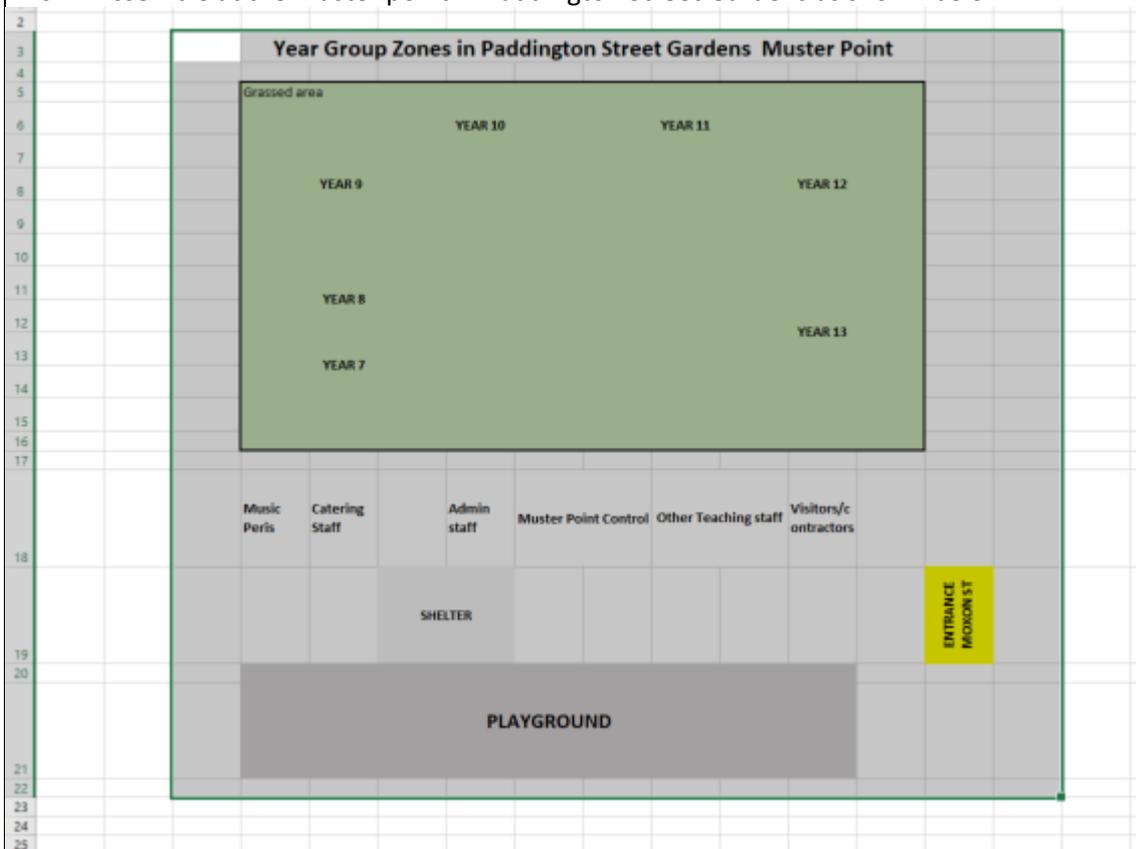
Appendix 8: Fire Alert Notice (Hannah House and Bulstrode Marylebone)



WSS

FIRE ALERT

1. In the event of a Fire Alarm you will hear a continuous, high pitched tone
2. Switch off apparatus.
Close windows.
3. Listen carefully for further instructions.
4. If instructed to leave the building, do so in silence by the nearest fire exit or as directed by your teacher.
5. Do not use lifts.
6. Assemble at the muster point in Paddington Street Gardens as shown below.





Appendix 9: Fire Evacuation Check Sheets

Hannah House Basement

Room	Checked
HB1	
HB2	
Library	
Dining Hall	
Kitchen	
Kitchen Store & Office	
North Lobby	
Staff Gents WC	



Hannah House Ground

Room	Checked
H01	
H02	
H03	
Sick Bay	
Staff Showers	
Disabled WC	
Boys WCs	
Office & Meetings room	
Staff Room	
Hall	
Reception	
Staff Ladies WC	



Hannah House First

Room	Checked
H11	
H12	
H13	
H14	
H15	
H16	
H17	
PERI 1	
PERI 2	
PERI 3	
PERI 4	
PERI 5	
MATHS STORE	
PRACTICE ROOM	
BOYS WCS	
STAFF WC	
MATHS OFFICE	
MUSIC OFFICE	



Hannah House Second Floor

Room	Checked
H21	
H22	
H23	
H24	
H25	
H26	
PATIO	
LANG 1	
LANG 2	
LANG 3	
REPROGRAPHICS	
HEAD OF LS OFFICE	
HEAD OF MS OFFICE	
MFL OFFICE	
BOYS WC	
STAFF WC	
DISABLED WC	



Hannah House Third Floor

Room	Checked
H31	
H32	
H33	
H34	
H35	
PREFECTS	
DEPUTY HEAD PASTORAL OFFICE	
PHILOSOPHY OFFICE	
CLASSICS OFFICE	
BOYS WCs	
STAFF WC	



Hannah House Fourth Floor

Room	Checked
H41	
H42	
H43	
H44	
H45	
H46	
ROOF LOBBY	
BOYS WCs	
STAFF WC	



Bulstrode Basement Floor

Room	Checked
BB1	
BB2	
WC/SHOWER	
PE OFFICE & STORE	
CARETAKER OFFICE & STORE	



Bulstrode Ground Floor

Room	Checked
ADMIN OFFICE	
ADMISSIONS	
HEAD'S OFFICE & PA	
MEETINGS ROOM	
RECEPTION	



Bulstrode First Floor

Room	Checked
B11	
STAFF WC/SHOWER	
SICK BAY	
STAFF ROOM	



Bulstrode Second Floor

Room	Checked
B21	
B22	
ART OFFICE	
BOYS WC	



Bulstrode Third Floor

Room	Checked
B31	
B32	
B33	
ECONOMICS OFFICE	
STAFF WC	



Bulstrode Fourth Floor

Room	Checked
B41	
B42	
B43	
GEOGRAPHY OFFICE	



Marylebone Lane Ground Floor

Room	Checked
DRAMA OFFICE	
STAFF WC	
M01	
DISABLED WC	
FOYER	
COURTYARD	



Marylebone Lane First Floor

Room	Checked
M11	
M12	
M13	
M14	
M15	
HEAD OF 6 TH FORM OFFICE	
KITCHEN / STORE / OFFICE / WC	
BOYS WC	
STAFF WC	



Marylebone Lane Second Floor

Room	Checked
M21	
PREP & STORE	
M22	
M23	
M24	
M25	
OFFICES	
BOYS WC	
STAFF WC	



Marylebone Lane Third Floor

Room	Checked
M31	
SCIENCE OFFICE	
M32	
M33	
M34	
M35	
PREP	
BOYS WC	
STAFF WC	



Appendix 10: Movement to the muster point Risk Assessment

This risk assessment is designed to ensure that boys and staff are briefed about the measures and conduct necessary in the event of an evacuation to and from the muster point to ensure good road safety is maintained at all times:

Risk assessment for the movement to the muster point		
Event	Risk - what could go wrong	Control Measures / Precautions - what you will do about it
Fire Evacuation to the Muster Point	Injury due to accident with a road user	The route will use zebra crossings where possible and boys will not cross the road until it is checked to be safe by the duty staff. Duty staff will wear hi-viz vests to be easily identified by the boys and road users. Boys will also be briefed that they are not to use mobile phones or headphones whilst walking on the pavement.
	Boys becoming separated from the group	At the start of the school year a pre-departure safety brief will be given to all boys as part of the fire drill process. If a boy becomes separated from the group, and the group is still in sight, he is to try and catch up with the group, if it is safe to do so. If the group is out of sight and the boy is disorientated or unsure of where to go, then the boy is to remain where he is for 5 minutes and wait for a duty member of staff to spot him. Failing that, boys are to return to the school building they left from and inform a member of the admin team that they have become separated from their group.
	Blocking the pavement for other users	During the safety brief boys will be told to walk in pairs or single file depending on the group size - single file is preferable but for larger groups pairs will enable better group control.
	Poor / unsafe behaviour of boys in public can, at worst, lead to a road traffic accident.	The behavioural standards of the school will be reinforced to the boys during the pre-departure brief. The School's Behaviour Policy will be followed should any boy fail to meet expectations.



Annex 11: Fire Risk Assessment Action

- 13.1 A full Fire Risk Assessment is carried out annually for both buildings on the campus by a suitably qualified contractor.
- 13.2 The recommendations of these reports are reviewed by the facilities manager and the Deputy Head Staff & Operations and the Health & Safety Committee. They are implemented in conjunction with APG estates in order of highest priorities.
- 13.3 The planned works are dependent on time, resources and urgency. The Health & Safety Committee reviews the progress as a regular agenda item.