



FIRE POLICY
RGS WORCESTER

July 2022

Contents

Section No.	Section Title	Page No.
1.0	INTRODUCTION	3
2.0	FIRE RISK ASSESSMENT	3
3.0	FIRE PREVENTION	4
	- Electrical Hazards	4
	- Gas-fired Equipment	4 - 5
	- Portable Heaters	5
	- Arson or Malicious Damage	5
	- Smoking	5
	- Hot Works or Machinery-related risks	5
	- Combustible or Waste Materials	5 - 6
	- Flammable substances	6
4.0	PROTECTIVE FIRE SAFETY MEASURES	7
	- Fire Alarm	7
	- Compartmentation and Fire Resistance	8
	- Escape routes and exits	8
	- Emergency Lighting and Signage	8
	- Fire Extinguishing Appliances	8 - 9
5.0	FIRE SAFETY TRAINING	10
6.0	EVACUATION PLANS	11
7.0	EVACUATION PROTOCOL	12
	- Assembly Points	12
	- Grouping and Zoning of Buildings	12 - 13
	- Evacuation Procedure (During School Hours)	13 - 18
	- Evacuation Procedure (Out of School Hours)	18 - 20
	- Events and Performances	20 - 21
	- Hirers	21
8.0	APPENDICES	22

1.0 INTRODUCTION

Fire is dangerous and can destroy lives and property, and the School has procedures and systems in place to protect both, in the event of a fire. The safety

of pupils, staff and visitors to the School must always be the priority and it is therefore vital that all staff know what to do if a fire is detected or when the fire alarm is activated.

This policy outlines the controls the School has put into place to manage the fire hazards that are present in the premises, as well as provide an overview of the protective measures in place that help to ensure a fire is discovered quickly and the alarm is raised; allowing the occupants of the School to evacuate safely.

Responsibility for Fire Safety at the School falls under the remit of the Director of Finance and Operations (DFO), who is supported by the **Head of Estates**. Day to day monitoring of fire safety systems and hazards falls to the Caretakers and Maintenance staff. Specific roles and responsibilities in the event of the fire alarm being raised are outlined in the evacuation procedures set out later in this policy.

Every member of staff has a responsibility for fire prevention (see paragraph 3.0), and for understanding their specific responsibilities in the event of a fire breaking out and at any time the fire alarm is activated.

2.0 FIRE RISK ASSESSMENT

The School has appointed Hettle Andrews Risk Services to provide competent advice and assistance in the area of fire safety. Hettle Andrews Risk Services are also contracted to complete a fire risk assessment of all buildings annually, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. A formal fire risk assessment report is provided, along with an action plan highlighting any areas of improvement. These actions and recommendations are then implemented by the School.

The fire risk assessment process is supported by the **Head of Estates** It is important, however, that all staff cooperate fully with the fire risk assessment process and the implementation of the subsequent recommendations, if required.

3.0 FIRE PREVENTION

Fires start and grow when there is a source of fuel or combustible material present; a source of heat or ignition; and a plentiful supply of oxygen. Minimising the presence of oxygen is not a practical solution to prevent fire, so the School focuses on removing or limiting the presence of ignition and fuel sources where possible.

Some of the key fire hazards that exist at the School, and a brief overview of how they are removed, reduced or managed, is included below:

- Electrical hazards: An effective inspection and testing regime is in place for electrical equipment and the fixed electrical installation within School buildings.
 - o The electrical circuits and switchgear in school buildings are periodically inspected and tested, by a competent electrician, with remedial works being completed as required and records being retained of all works.
 - o Portable electrical equipment is inspected and tested periodically by the maintenance team, with records being held in the maintenance department.
 - o Any staff member wishing to bring in personal electrical appliances (i.e. anything with a plug) must ensure that they have been PAT tested by the maintenance team prior to being used on School premises.
 - o All users must carry out a basic visual inspection before using electrical equipment, to ensure it is safe to use.
 - o The use of extension leads should be avoided where possible. Where used, they should be inspected for defects or damage, and fully unwound during use.
 - o Electrical circuits must never be overloaded and equipment should always have the correctly rated fuse in the plug.
 - o Emergency switches are provided where appropriate to isolate equipment quickly and easily.
 - o Faulty electrical equipment is taken out of use immediately and either repaired or disposed of safely to prevent use by others.

- Gas-fired equipment: All gas appliances and the gas supply system are subject to a safety check on an annual basis by a GasSafe Registered Engineer. In addition:
 - o Certificates of gas safety are produced and records retained. Testing includes the effective combustion of gas to ensure that fire and explosion risk is eliminated.
 - o In school kitchens, the gas supplies are interlocked with the extraction system and are controlled by key operated switch to prevent unauthorised or accidental use. Heat detectors are installed as part of the fire alarm system.

- The use of naked flames within the Science faculty are strictly controlled in accordance with faculty risk assessments; Bunsen burners are checked before use by the technician.
- Portable heaters: The occasional use of portable electric heaters may be appropriate, if approved by the Estates team, and used in line with the following precautions:
 - Heaters with exposed heating elements are not permitted.
 - Heaters must always be positioned a safe distance away from combustible materials and must never be covered.
 - Heaters should not be left unattended when in operation and should be turned off after use.
- Arson or malicious damage: School sites are secured as far as possible to ensure opportunities for would-be arsonists are limited, these measures include:
 - Perimeter fences, walls and gates.
 - Security lights and prominent CCTV cameras.
 - Intruder alarms.
 - Segregation and storage of waste materials away from perimeter fences.
- Smoking: The School is a non-smoking site, including the use of e-cigarettes. Smoking is not permitted in any of the school buildings or on any part of the premises.
- Hot works or machinery related risks: Hot works such as welding, cutting, grinding etc. are undertaken by contractors, by our own maintenance staff, and using machinery within workshops. Controls include:
 - A 'Hot Work Permit' system to ensure certain control measures are always implemented (by staff or contractors) when undertaking hot work.
 - Details of the Hot Work Permit system are contained within the 'Managing Contractors Policy'.
 - Purpose built welding booths/ brazing hearths which are subject to periodic inspection.
- Combustible or waste materials: Non-combustible materials should be used wherever possible, in construction or refurbishment works. Fabrics and upholstery should also have an appropriate level of resistance to flame and combustion.
- Flammable substances: The use of flammable substances should be limited wherever possible and the following measures adopted:

- All flammable liquids should be managed, stored and used in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and the School COSHH Policy.
- Flammable substances must be correctly stored in a secure area away from sources of ignition. Appropriate ventilation must be provided to prevent the build-up of flammable vapours.
- The segregation of incompatible chemicals and substances must be carefully managed to eliminate the possibility of combustion.
- Experiments should always be adequately risk assessed in conjunction with the use of CLEAPSS guidance.
- Pupils are always to be supervised during science lessons and laboratories should be secured when not being used for lessons. Pupils must never be in laboratories without staff being present.

4.0 PROTECTIVE FIRE SAFETY MEASURES

Further protective measures are also adopted to reduce or limit the spread of smoke and flame, and to ensure that the occupants of the School are as safe as possible.

- Fire alarm: Automatic fire alarm systems are installed in all major buildings, with detection via ceiling-mounted smoke and heat detection, as well as manually operated break-glass call points near to most exits. These automatic systems ensure the early detection of fires and, more importantly, will provide early warning to the occupants of the School.
 - Fire alarm systems are serviced quarterly; in addition, maintenance agreements are in place to provide for repairs and routine maintenance/ testing, where required.
 - Once per week (usually between 10am and 11am on Wednesday) the fire alarm for each building is tested by the maintenance team using different call points each week, and records are kept in the fire log book.
 - Test Mode. When the Fire Alarm is being tested or works are being carried out on the alarm system, the maintenance team arranges for the alarm to be in 'test' mode. During this time the alarm will sound if a fire is detected however, the emergency services are not notified automatically. A member of the maintenance team is to position themselves in the quad area to monitor all buildings for signs of an evacuation. If an evacuation is witnessed, the maintenance team member notifies RGS staff over the radio and ensures the emergency services are notified immediately.
 - Fire alarm tests are carried out during the day so that staff and pupils know what the fire alarm sounds like. The weekly test is very brief and should last no more than 5-10 seconds; if the alarm continues after 30 seconds this must be considered a genuine emergency and the building evacuated.
 - The school fire alarm is a continuous sounding of the electronic sounders which are positioned strategically throughout the school.
 - The fire alarm is monitored 24 hours a day, seven days a week by a monitoring company. When a fire alarm is activated the monitoring company alert the fire brigade, School Reception (during School hours) and the school maintenance team via the 'On Call' telephone number (07875 716215) if the School Reception is not available, or the alarm has been activated out of School hours.
 - The fire brigade should also be notified by telephone, by calling 999.
- Compartmentation and fire resistance: Good compartmentation and fire resistance within a building can help to contain a fire and limit the spread of the fire, smoke and flame through the building. This also helps to protect escape

routes. The School has made efforts to ensure the fire resistance of the buildings is adequate, including:

- Fire doors being installed on most rooms and along escape routes to provide fire resistance and ensure fires are contained to a small area, for as long as possible. It is vital that fire doors are not propped or wedged open, as this negates the fire resistance designed into the buildings.
 - Automatic fire doors and shutters have been installed in key areas to protect escape routes or segregate high risk areas, such as kitchens. The operation of these doors and shutters are tested on a weekly basis and results recorded.
- Escape routes and exits: have been carefully planned to ensure there are an adequate number, and that they are protected and available for use.
- Escape routes should always be kept clear of obstructions.
 - The Maintenance Team periodically checks that escape routes are available, however all RGS staff must also take responsibility for this on a day to day basis.
 - Visitors and contractors are also responsible for ensuring that they do not obstruct or hamper any emergency escape routes.
- Emergency lighting and signage:
- Escape routes and exits throughout the school are provided with emergency lighting which illuminates in the event of a power failure, to enable safe evacuation of buildings.
 - Emergency lighting is checked for operation on a monthly basis by the Maintenance team and results recorded.
 - Once per year the emergency lighting system is serviced and the batteries discharged/ re-charged to assess their performance, with records being provided of the test results and remedial action required.
- Fire Extinguishing Appliances (FEA's) are carefully located throughout the School, and are selected to match the type of fire that is likely in that particular area.
- FEA's are serviced and maintained annually, under a maintenance agreement with an external contractor.
 - Whilst provision of firefighting equipment is required of the School, the priority is always to evacuate the building. Where FEA's are used by staff, the following rules should be applied:
 - The fire should be no bigger than a waste paper bin.

- The staff member should keep themselves between the fire and the exit, to ensure they are always able to turn away from the fire and escape.
- No more than one fire extinguisher should be used to tackle a fire; if the fire is not extinguished at this point, the member of staff should evacuate the premises.

5.0 FIRE SAFETY TRAINING:

All staff are provided with an overview of this fire policy, the evacuation procedures, escape routes and exits and assembly points as part of their Health and Safety Induction to the School, and annually at the inset day in September.

All staff are also required to complete the online 'Basic Fire Safety Awareness' online training package, provided by Educare. This is refreshed every two years.

Fire drills are also completed on a regular basis for each building on site. Fire evacuation drills are intended to ensure, by means of training and rehearsal, that in the event of a fire:

- People act in a calm and orderly manner and understand their responsibilities, and what they must do.
- Those people who may have designated responsibilities (e.g. Duty Fire Marshal or maintenance team) carry out their tasks effectively to ensure the safety of all concerned.
- The escape routes and means of escape work effectively and enable safe and speedy evacuation from the building.

Periodically during fire drills, the maintenance team will also block escape routes, to simulate an actual fire and to force people to develop alternative strategies to escape safely from the building.

No fire drill is to be initiated before training objectives have been agreed with the **Head of Estates** and Senior Deputy Head at RGS Worcester. A debrief is to take place on completion of the exercise and a record maintained; when appropriate any particular points of note should be emailed to all staff. Responsibility for this process lies with the **Head of Estates**.

6.0 EVACUATION PLANS:

Evacuation plans have been developed for all buildings, as well as for events or productions where higher than normal numbers of people are on the premises. Details of these procedures are provided in the next section of the policy.

Evacuation routes and assembly points for different buildings are detailed in the appendices (A to H) of this policy, as well as being displayed within School buildings. In addition, 'Fire Action Notices' are also displayed throughout buildings advising people what to do if a fire is discovered (an example of this is provided in appendix I).

Personal Emergency Evacuation Plans (PEEP's) are developed and implemented for anyone who may need additional support to be alerted to a fire and/or to evacuate the building safely (e.g. persons with mobility issues, including temporary issues such as a broken leg, or with sensory impairments).

Where a pupil requires a PEEPs should be a document plan written up the pupils Form Tutor alongside the pupil, agreed by the appropriate SLT member and where applicable the pupils next of kin (Lower year pupils and EYFS). For support staff can contact the Head of Estates or Health and Safety Manager.

Should a staff member require a PEEP plan, this should be completed by their Line Manager and Health and Safety Manager, then shared with HR for their personnel files.

Any PEEPs in place must be periodically reviewed to check and ensure they remain effective. (It is important that PEEPs are also reviewed where there is a change in circumstances, for example the buildings or environment or the condition of the person to which the plan exists).

PEEPs plans are to be shared with the relevant staff i.e. those that carry out additional roles as DFM and a copy should be readily available in an emergency - this can be electronic version or paper copy.

7.0 FIRE EVACUATION PROTOCOL:

Assembly Points:

There are three Assembly Points at the School (shown on appendix A), which serve all buildings. The corresponding Assembly Point(s) for each building/ group of buildings is detailed in the site plans (appendices B to H).

Grouping and Zoning of Buildings:

On the School site there are seven separate groups of buildings, each with their own independent fire alarm system. These groups of buildings are physically isolated from each other, and as such it is only necessary to evacuate the building/ group of buildings where the fire alarm has been activated.

If an incident in one building is likely to cause a hazard for the occupants of an adjacent building/ group of buildings, the maintenance team will activate the alarm, so that building can also be evacuated.

The separate fire alarm systems serving each building/ groups of buildings is shown below:

- Design Centre Little London.
- Perrins Hall, Clock Block and Science.
- Main Block, Eld and Hillard.
- Whiteladies, Gordon House & GBT.
- Pullinger House.
- Whitstones and The Mall.
- AO complex – Britannia House, AO Building, South Wing, Cobham Hall, Sandys Building & Roden Block.

In addition, each building/ group of buildings is broken down into between six and 18 zones for the purpose of enabling the effective implementation of the evacuation procedure detailed in this section for during School Hours (8am to 6pm).

Fire Zone Cards are located in each zone. The Fire Zone Cards are checked by the maintenance team on a monthly basis to ensure all are correct and in situ.

In the next section of the policy, evacuation procedures have been set out for the following scenarios:

1. During School Hours (8am to 6pm).
2. Out of School Hours (6pm onwards and pre 8am).
3. Events and Performances, and;

4. For Hirers of the School premises. .

Fire Evacuation Procedure (School Hours – 8am to 6pm):

All Staff and Pupils – upon hearing the Fire Alarm:

- All staff and pupils should evacuate the building quickly and calmly via the nearest exit, and proceed to the designated Assembly Point.
 - o Staff are expected to make sure pupils evacuate in an orderly manner and are supervised whilst they remain at the Assembly Point.
 - o Any member of staff accompanying visitors to the School should accompany them to the Assembly Point (the visitors pass issued when signing in at Reception also displays a plan of site and the location of the Assembly Point(s) – an example of which is included at appendix J.
 - o Any contractors/ visitors who are not normally accompanied during their time at the School, should be instructed on the location Assembly Point and advised to report there on hearing the alarm (the visitors pass issued when signing in at Reception also displays a plan of site and the location of the Assembly Point(s)).
 - o Any concerns/ comments/ observations on the evacuation process should be raised with the Duty Fire Marshal before leaving the Assembly Point.
- One member of staff in each zone should assume responsibility for collecting the 'Fire Zone Card', for the area in which they are present.
 - o (An example Fire Zone Card is included in appendix K).
- The member of staff who has collected the Fire Zone Card should proceed to sweep all areas/ rooms marked on the card, after which they should proceed directly to the Assembly Point.
- Anyone who is found in the rooms/ areas being checked, should be directed to leave the building via the nearest exit, without delay.
- Upon reaching the Assembly Point, the person holding the Fire Zone Card(s) should report to the 'Duty Fire Marshal' (who will be wearing a red hi-visibility waistcoat) and hand the card to them to confirm that, to the best of their belief, the zone is clear.
 - o Responsibility for collecting the Fire Zone Card is not allocated to any specific individuals, it is expected that all staff should be willing to assume this role.
 - o All staff should familiarise themselves with the locations of the Fire Zone Cards in the areas in which they normally work, and the rooms/ areas to which it corresponds.
 - o If, for any reason, it is not possible or is unsafe to collect the Fire Zone Card or sweep the entire area to which it relates, it should

be left in situ and the staff member should leave the building via the nearest exit. The Duty Fire Marshal should be advised of this fact upon reaching the Assembly Point.

- Where possible, all staff who were supervising a class / lesson at the time of the alarm being activated are to take a register at the Assembly Point and report any known missing persons to the attention of the Duty Fire Marshal.

At the Assembly Point, the responsibility for taking overall charge of all staff, pupils and visitors will be the most senior member of staff located at the Assembly Point.

Duty Fire Marshal – upon hearing the Fire Alarm / being notified of a fire:

The Duty Fire Marshal (DFM) for the School could be any one of the following people, and this responsibility rotates between these personnel, dependent on needs/ availability at the given time:

- Health and Safety Manager
- Head of Estates
- Project Manager
- School Accountant
- Foundation Director
- Head's PA
- HR Manager
- Site Supervisor
- Assistant Catering Manager (Holroyd Howe – pre-8am)
- Report to the correct Assembly Point, taking the DFM Pack.
 - The DFM Pack should contain; a red hi-visibility waistcoat, mobile phone, walkie-talkie/ radio, fire zone plans, evacuation route/ assembly point plans, fire zone checklists and a pen.
- Put on the red hi-visibility waistcoat, turn on the phone/ walkie-talkie, and make themselves clearly visible at the Assembly Point.
- Collect all of the Fire Zone Cards from staff members as they arrive at the Assembly Point, and mark the respective number/ zone off on the Fire Zone Plans in the DFM Pack.
- Keep a note of any comments, observations or concerns raised by other staff members relating to the evacuation process.
- Liaise with the member of Maintenance Staff at the fire alarm panel to confirm details of any zones that have not been confirmed as being clear (i.e. those for which a Fire Zone Card has not been returned).
- Liaise with the Critical Incident Team as/when required to provide them with updates and/or request further support.

- Once confirmation has been received (**from the Fire Service representative**) that it is safe to re-enter the building, notify the senior staff member for permission to re-enter the building.
- Pass all Fire Zone Cards to the Maintenance Team so as they can be returned to their respective positions within the building.
- Report to the Critical Incident Team for a debrief of the incident.

A sign will be displayed in reception indicating who the Duty Fire Marshal is at all times.

It must be ensured that at all times the School is open someone is designated as the DFM. If someone is designated as the DFM and needs to leave site or will be otherwise unavailable, they must pass the DFM pack and this responsibility to another member of staff (as listed above) and notify Reception as to who the DFM now is as per the procedure below:

1. When DFM goes off site, the Fire Bag is handed over to another assigned DFM
2. In advance of handover:
 - a. As soon as DFM is aware they will be off site (planned or reactive) or not able to take on the role (ie. important meeting to attend such as interview) DFM to immediately make arrangements for an alternative DFM to resume the role for the period they are not able to do it
 - b. As soon as DFM goes off site, DFM bag to be personally handed over to the new DFM. The new DFM immediately resumes responsibilities of the role
 - c. Before outgoing DFM leaves site, they must visit reception and change the sign over to indicate the DFM now on duty
3. It is the outgoing DFMs responsibility to personally hand over the bag, or make clear arrangements (only in the case of end of the day and next morning should this be allowed) for the bag to be available for the next DFM to resume their duty and then change the sign in reception
4. It is the new on duty DFMs responsibility to check the sign in reception indicates that they are the DFM
5. **The on duty DFM must not leave the Fire Bag without making arrangements with another DFM**

[On occasions where there is more than one alarm raised at a time, it may be necessary for a second DFM to take charge at another Assembly Point. In these circumstances, the primary DFM should request assistance from the Critical Incident Team, to ensure that another DFM is appointed and instructed to attend and take charge of the second incident.

Back-up DFM packs will therefore be required, and should be held in the; Critical Incident Rooms (AWB and the DFO's Office) and in Reception.

The process for the second DFM should not differ from the normal operating procedure outlined on the previous page].

Maintenance Staff – upon hearing the Fire Alarm / being notified of a fire:

- Report to the relevant building(s) and attend the respective Fire Alarm Panel to establish the location from which the alarm has been activated.
 - o If safe to do so, from outside the building, it may be possible to investigate whether a fire is present in that area.
- All remaining maintenance staff should be positioned so as all entrances/ exits to the building are visible, to prevent anyone from re-entering the building. Maintenance staff should ensure all external doors are closed wherever possible, and where it does not impede evacuation.
- One member of maintenance staff should be sent to meet the Fire Service at the respective entrance/ gate, and should accompany them to the respective Fire Alarm Panel.
 - o It may be difficult for the fire brigade to access specific areas of the school; to aid with this, a Fire Service Site Access Plan is provided at appendix L, showing the accessible areas of the site.
 - o Periodically the fire brigade carry out operational visits to the School, and update floor plans/ the location of significant hazards/ accessibility etc.
- The member of Maintenance Staff at the Fire Alarm Panel should liaise with the Duty Fire Marshal to confirm details of any zones that have not been confirmed as being clear (i.e. those for which a Fire Zone Card has not been returned).
- Upon arrival of the Fire Service representative, the member of Maintenance Staff at the Fire Alarm Panel should confirm to them;
 - o The location of the fire alarm activation, and whether there are signs of a real fire (if relevant).
 - o Details of any zones that have not been confirmed as being clear, and provide copies of the zone plans (which are stored at each of the Fire Alarm Panels).
- Liaise with the Critical Incident Team as/when required to provide them with updates and/or request further support.
- Once confirmation has been received (**from the Fire Service representative**) that it is safe to re-enter the building, request that they attend the Assembly Point to advise the senior member of staff of this, directly.
- Report to the Critical Incident Team for a debrief of the incident.

[Key tasks from above list of responsibilities will be allocated on a daily basis by the Maintenance Supervisor and a list displayed in the Maintenance Office].

Reception Staff / Admin. Team – upon hearing the Fire Alarm / being notified of a fire:

- Call and notify Critical Incident Team members.

- Check with DFM and Maintenance Team (via on-call mobile) to ensure they are aware of the alarm being raised.

Critical Incident Team – upon hearing the Fire Alarm / being notified of a fire:

The Deputy Head and / or Assistant Heads, if not tied up teaching, are required to attend the Assembly Point.

Any other members of the Critical Incident Team who are available at the time of the alarm being raised (and not tied up teaching or evacuating the building themselves) should;

- Report to the Critical Incident Control Room.
 - o The primary location of the Control Room is the Anthony Wheeler Boardroom in Whiteladies.
 - o The secondary location of the Control Room is DFO's Office Room WS103 in Whitstones.
- The Critical Incident Team have a monitoring brief in these scenarios and should 'listen in' to developments as they unfold, noting details of the following in the Incident Log;
 - o Date/ Time of the fire alarm activation and times for any significant developments during the incident (e.g. evacuation time/ collection of zone cards/ fire service arrival etc.).
 - o Location of the 'fire' / alarm activation.
 - o Details of any Zones that have not been cleared.
 - o Whether the fire was confirmed as real/ deemed to be a false alarm (and any pertinent details thereto).
 - o When the 'All Clear' is given by the Fire Service representative.
- Liaise with the Maintenance Staff / Duty Fire Marshal as appropriate, to provide/ arrange any further support that may be required (e.g. extra personnel at the Assembly Point, or to man entrances/ exits).
- Conduct a debrief of the incident with; the Duty Fire Marshal, Maintenance Staff, and any other key personnel that may be required, to review the incident and evaluate performance, causes, any concerns, and determine whether any amendments may be required to personnel/ procedures.

Fire Evacuation Procedure (Out of School Hours – 6pm onward (pre-8am)):

- The responsibility of the DFM is passed to the **Estates Assistant** on duty when the DFM leaves at the end of the day.
- Any member of staff who will be remaining on the School site past 6pm in the evening (including weekends or outside of term time), must ensure they have informed reception by 5:45pm indicating their location on site.
 - o This does not apply to cleaning staff, who have their own system of clocking in/out; records of which can be accessed by the Cleaning Supervisor.
- Upon leaving the School, the Reception staff shall print out a list of all staff remaining on site and leave it on the Reception desk.
- Any staff leaving site after 6pm, shall attend Reception and sign out on the list that will be present on the Reception desk. Please note, this is only when the member of staff is not involved in a school event, which will have its own Fire Evacuation Procedure (see Event Procedure below)
- The School buildings are locked up by the **Estates Assistant** between 7pm and 8pm in the evening (other than where events are being held);
 - o The **Estates Assistant** will collect the signing out sheet at 7pm from Reception when the locking of the site commences
 - o The signing out sheet will be passed to the **Head of Estates** the following morning to highlight any H&S concerns with people not signing in/out etc.
- Upon activation of the Fire Alarm during these hours, any remaining staff in the building where the alarm has been activated should report to the Assembly Point(s) as per the usual procedure.
 - o The **Estates Assistant** should collect the sign in sheet from Reception and also attend the Assembly Point(s) to ascertain the presence of those people still listed as being on site.
 - o The Cleaning Supervisor (between 4pm and 7pm) should also report directly to the Assembly Point, taking with them the clocking in sheets to confirm which of their staff are on site, calling their mobile number if necessary.
 - o The **Estates Assistant** should utilise the staff members available at the Assembly Point to account for people on the sign-in sheet, at which point they can attend the respective Fire Alarm Panel to establish the location from which the alarm has been activated, and ensure the Fire Brigade are directed to the relevant building.
 - o Where necessary, the **Estates Assistant** should call the on-call mobile phone to request additional support.
- Nobody should re-enter the building until confirmation has been received **(from the Fire Service representative)** that it is safe to do so.

- Any pupils on site should be accompanied to the Assembly Point and supervised.
- Immediately following the incident, the **Estates Assistant** should contact both the Head and the DFO to advise them of the situation. The **Estates Assistant** should also prepare a brief log of the incident for debrief with the Critical Incident Team at the earliest possible opportunity.

Fire Evacuation Procedure (Out of School Hours – 7pm - until 8am Including weekends/school holidays)

- All buildings are monitored by a remote monitoring company who will contact the Fire Service directly and instruct them to attend the site.
- The On-Call Maintenance Operative / or Estates Assistant will then be called by the monitoring company informing them of the activation and the On-Call Maintenance Operative / or Estates Assistant MUST attend site
- Immediately following the incident, the Maintenance Operative/or Estates Assistant should contact the Director of Finance of Operations to advise them of the situation. The Maintenance Operative/or Estates Assistant should also prepare a brief log of the incident for debrief with the Head of Estates and Health and Safety Manager at the earliest possible opportunity.

Events and Performances:

School Events or Performances taking place outside of normal School House (i.e. 6pm onwards) should have a formal, written evacuation plan in place. The responsible member of staff or department shall devise this plan and submit it to the **Health and Safety Manager** for approval.

- Once the Evacuation Plan has been approved, the responsible member of staff should brief all of the staff members (and e.g. pupils assisting with open days) who will be present, on the content and the correct implementation of the plan.
- At the start of the event/ performance, the responsible person should make an appropriate announcement to alert visitors to the following:
 - o the sound of the fire alarm
 - o the location of fire exits and escape routes
 - o the location of the assembly point
 - o the need to make themselves known to staff if they are likely to need assistance in evacuating the premises.
- Upon activation of the Fire Alarm during events, staff should undertake the roles assigned to them in the Event Evacuation Plan (e.g. directing visitors/ attending the assembly point/ sweeping the premises/ assisting visitors to evacuate etc.), and report to the Assembly Point.

- The Responsible Person for the Event / DFM should satisfy themselves that the building has been evacuated (as defined in their Evacuation Plan) and liaise with the Fire Brigade upon their arrival.
- The **Estates Assistant** should Report to the relevant building(s) and attend the respective Fire Alarm Panel to establish the location from which the alarm has been activated, and ensure the Fire Brigade are directed to the relevant building.
- Nobody should re-enter the building until confirmation has been received **(from the Fire Service representative)** that it is safe to do so.
- The Responsible Person for the Event / DFM should prepare a brief log of the incident for debrief with the Critical Incident Team at the earliest possible opportunity.

Hirers:

When bookings are made for hirers of the School premises, the 'Hiring Agreement' should be provided to them, which will instruct them on what to do in the event an alarm is activated. The Evacuation Plan is to include:

- The need to ensure all members of their party are evacuated safely from the building.
- The location of exits/ escape routes and the assembly point at which they should congregate.
- An emergency contact telephone number they should call once safely at the assembly point.
- The need to wait at the Assembly Point to meet with the **Estates Assistant/** DFM and/or Fire Service representative.
- The instruction that nobody should re-enter the building until confirmation has been received **(from the Fire Service representative)** that it is safe to do so.
- The On-Call staff member responding to the incident should liaise with the Hirer and prepare a brief log of the incident for debrief with the Critical Incident Team at the earliest possible opportunity.

Sponsor: Head of Estates

Reviewed and Amended: July 2022 - PEEPs Responsibilities added and change of titles to Head of Estates

Endorsed July 2017 by Bryan Radford Governor responsible for Health & Safety

Reviewed: July 2022

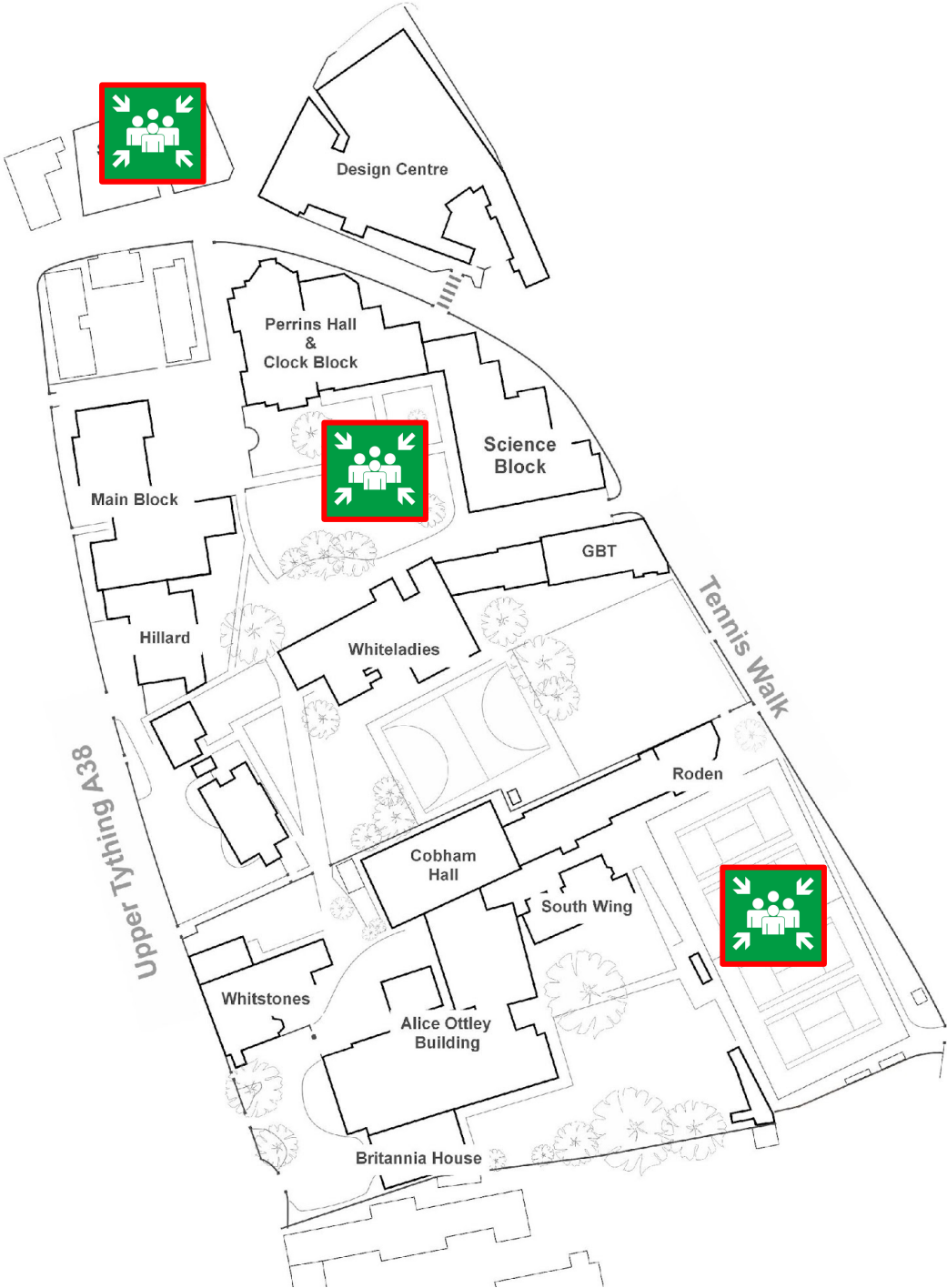
Amendments - July 2022

- **Change of role titles (Facilities & Compliance Manager to Head of Estates) throughout document**
- **Update to training information - page 10**
- **Responsibility of PEEPS added - page 11**
- **Out of Hours Fire Procedure added (On-call) - page 20**

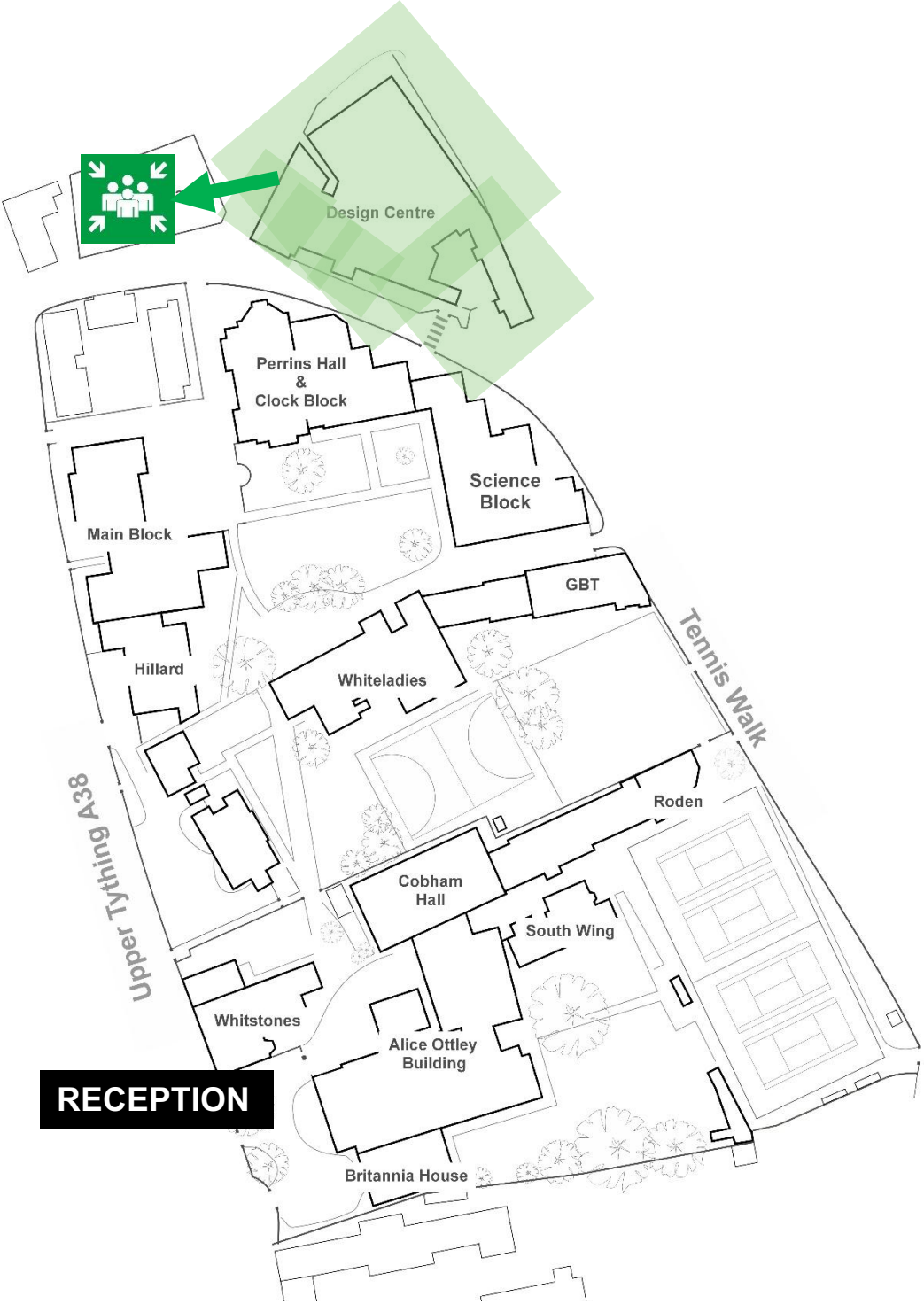
8.0 APPENDICES:

Appendix:	Title/ Description:	Page No.
A	RGS WORCESTER – ASSEMBLY POINT LOCATIONS	21
B	EVACUATION ROUTE/ ASSEMBLY POINT: DESIGN CENTRE / LITTLE LONDON	22
C	EVACUATION ROUTE/ ASSEMBLY POINT: PERRINS HALL, CLOCK BLOCK & SCIENCE	23
D	EVACUATION ROUTE/ ASSEMBLY POINT: MAIN BLOCK, ELD HALL & HILLARD	24
E	EVACUATION ROUTE/ ASSEMBLY POINT: WHITELADIES, GORDON HOUSE & GBT	25
F	EVACUATION ROUTE/ ASSEMBLY POINT: PULLINGER HOUSE	26
G	EVACUATION ROUTE/ ASSEMBLY POINT: WHITSTONES & THE MALL	27
H	EVACUATION ROUTE/ ASSEMBLY POINT: AO COMPLEX – AO BUILDING, BRITANNIA HOUSE, SOUTH WING, COBHAM HALL, SANDYS & RODEN	28
I	CALL POINT & FIRE ACTION NOTICE	29
J	VISITOR PASS (FRONT AND REAR)	30
K	FIRE ZONE CARD EXAMPLE (FRONT AND REAR)	31
L	FIRE SERVICE SITE ACCESS PLAN	32
M	HAZARDOUS AREA PLAN	33
N	INCIDENT LOG FORM	34

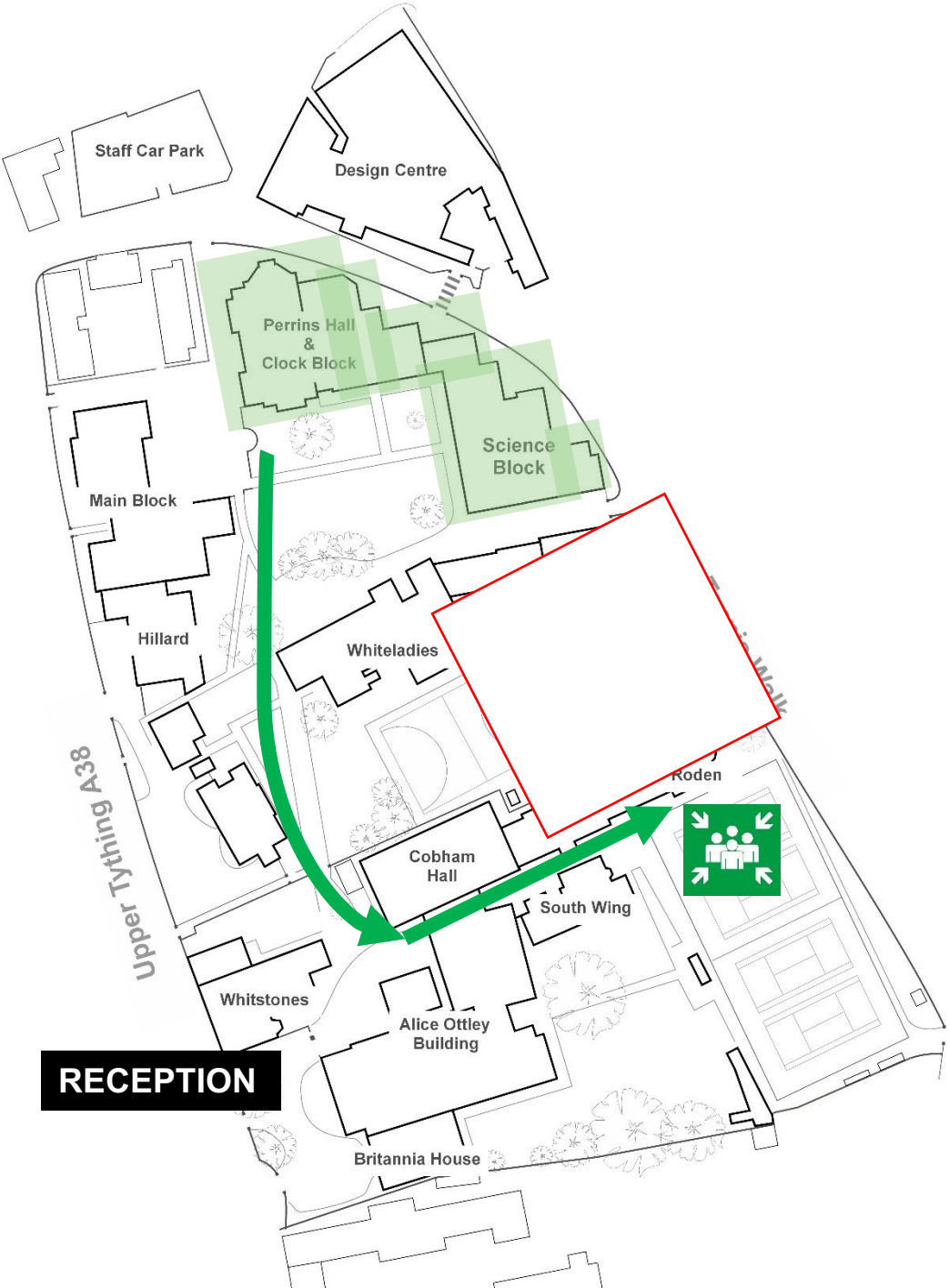
RGS WORCESTER - ASSEMBLY POINT LOCATIONS



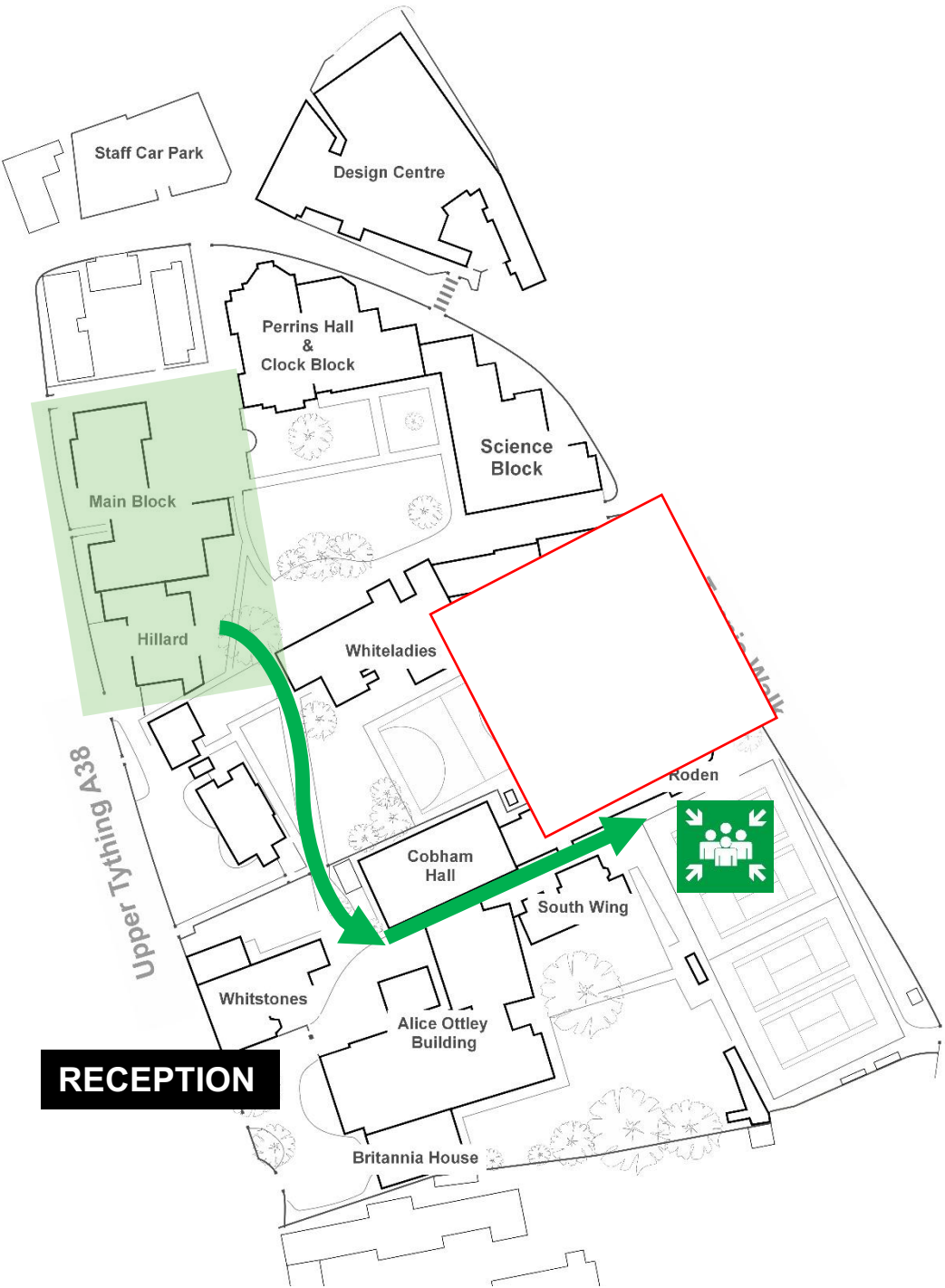
DESIGN CENTRE / LITTLE LONDON
FIRE EVACUATION ROUTE AND ASSEMBLY POINT



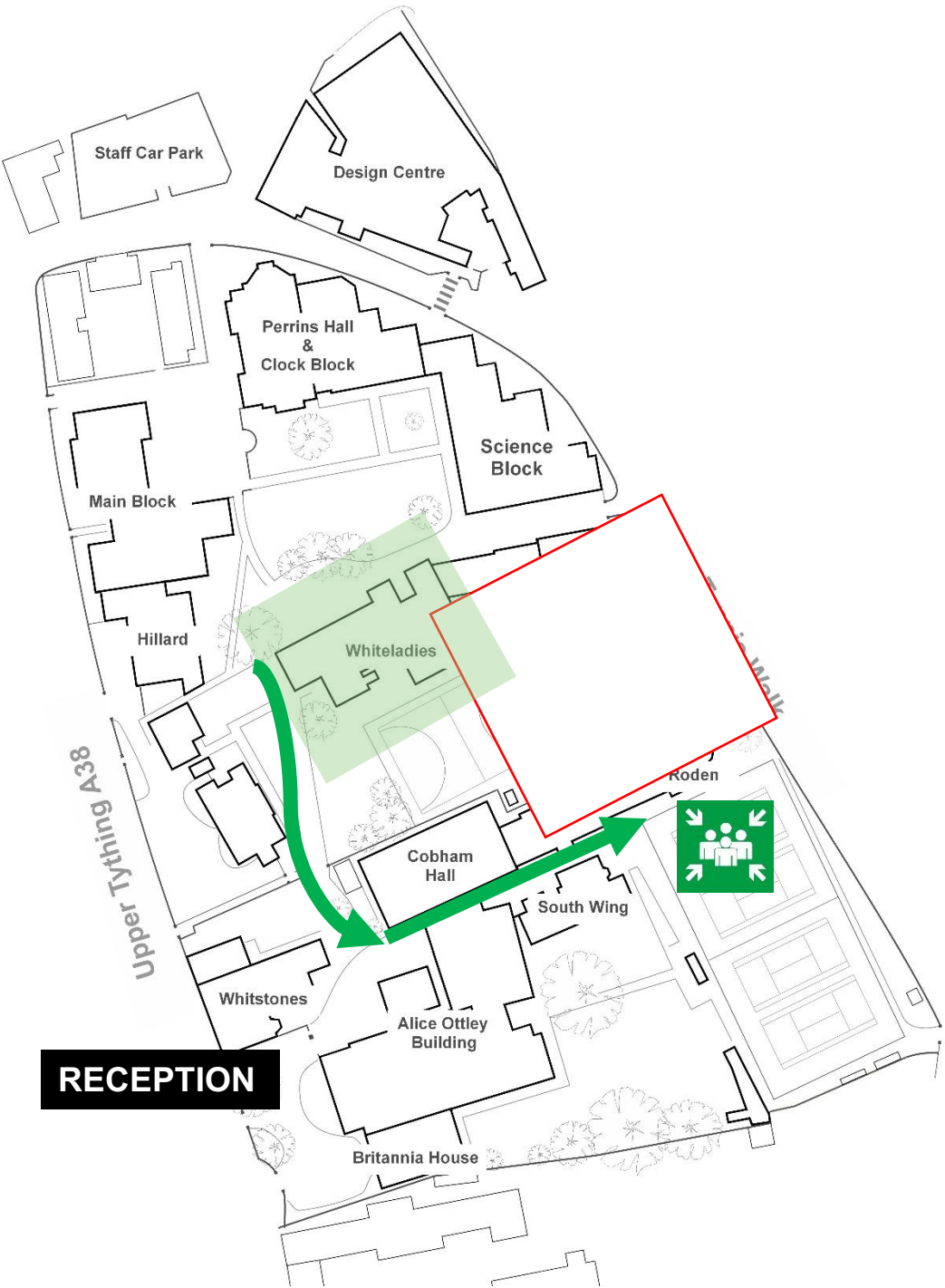
PERRINS HALL, CLOCK BLOCK & SCIENCE
FIRE EVACUATION ROUTE AND ASSEMBLY POINT



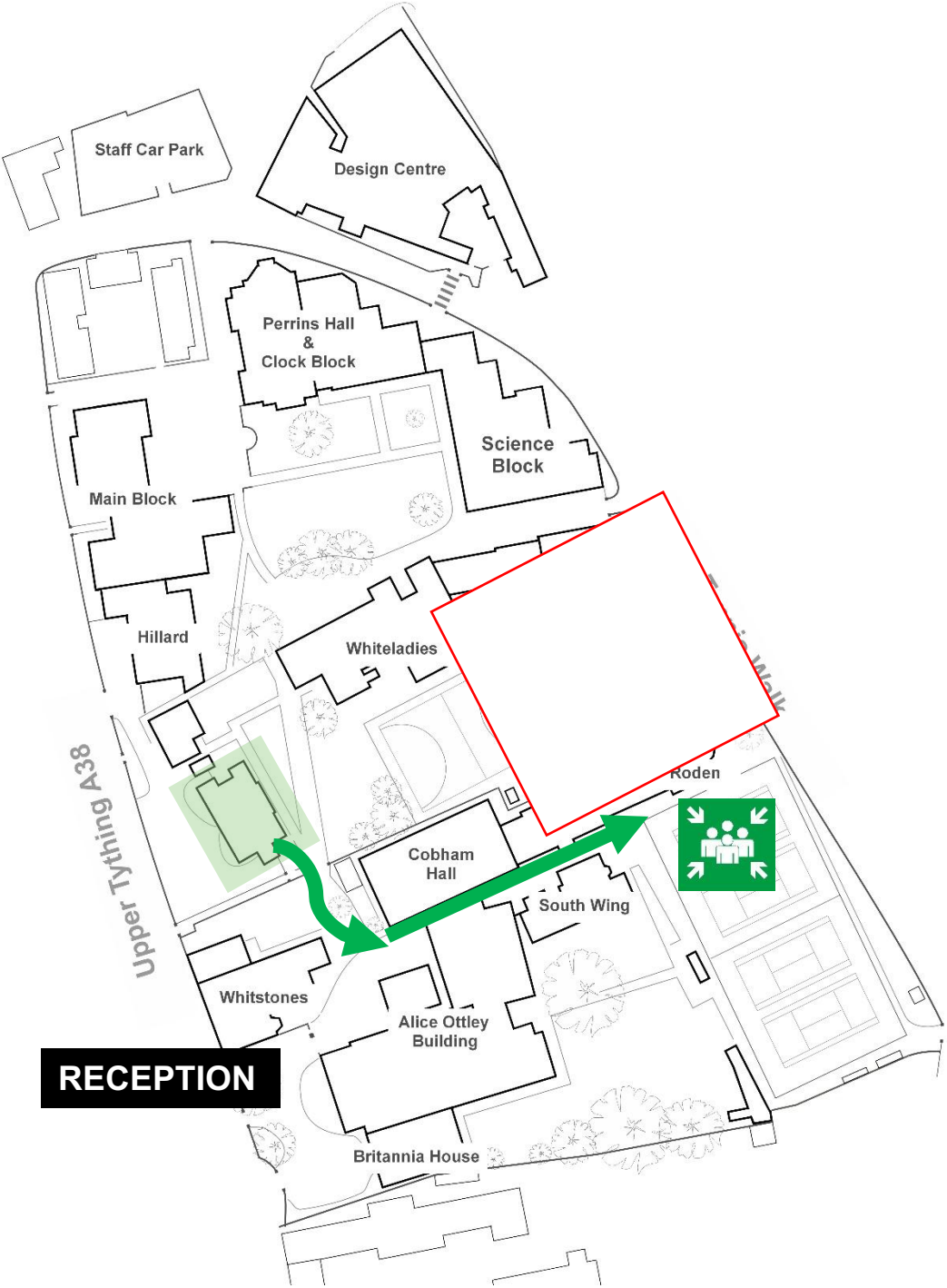
MAIN BLOCK, ELD HALL & HILLARD
FIRE EVACUATION ROUTE AND ASSEMBLY POINT



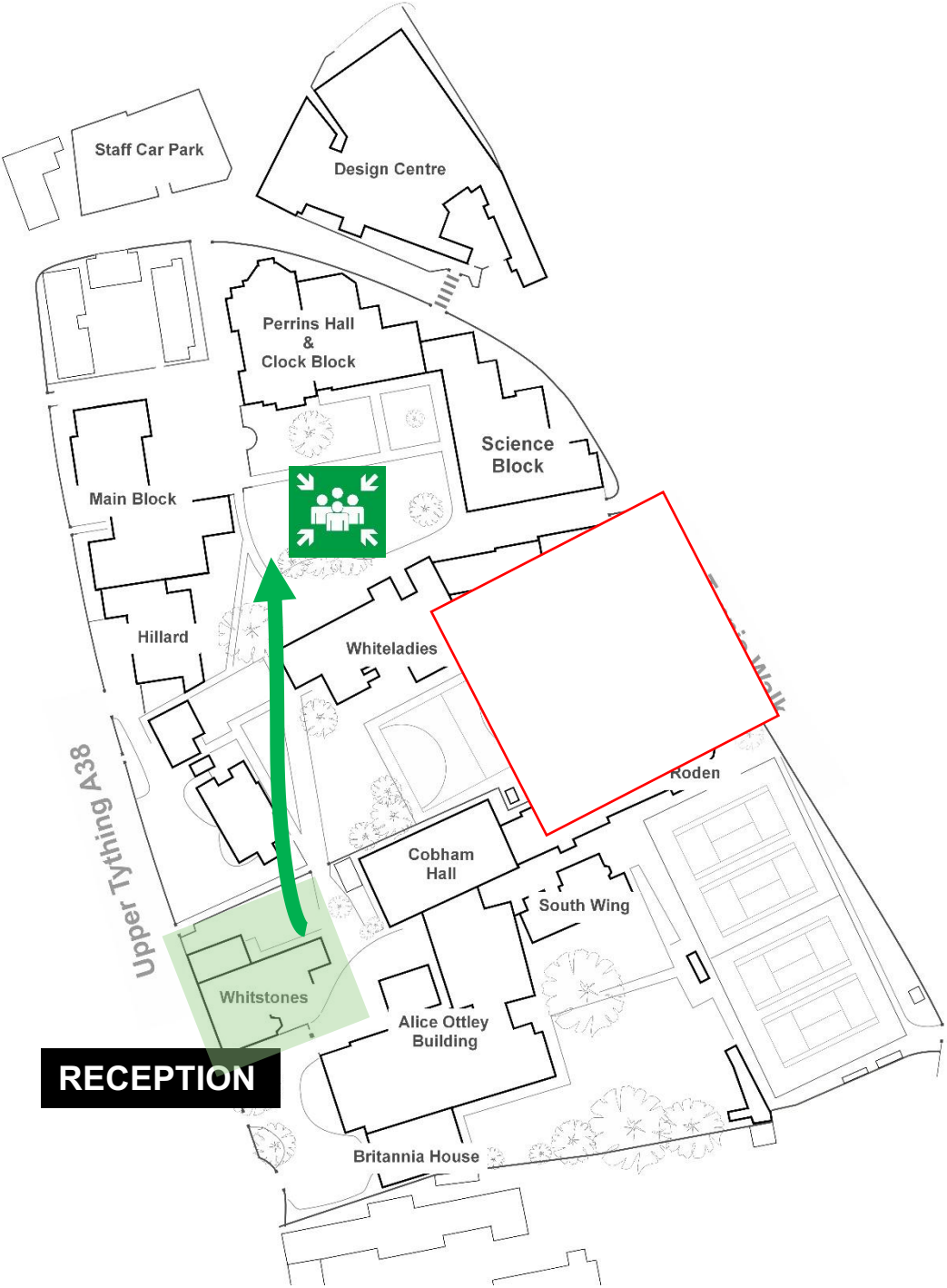
WHITELADIES, GORDON HOUSE & GBT
FIRE EVACUATION ROUTE AND ASSEMBLY POINT



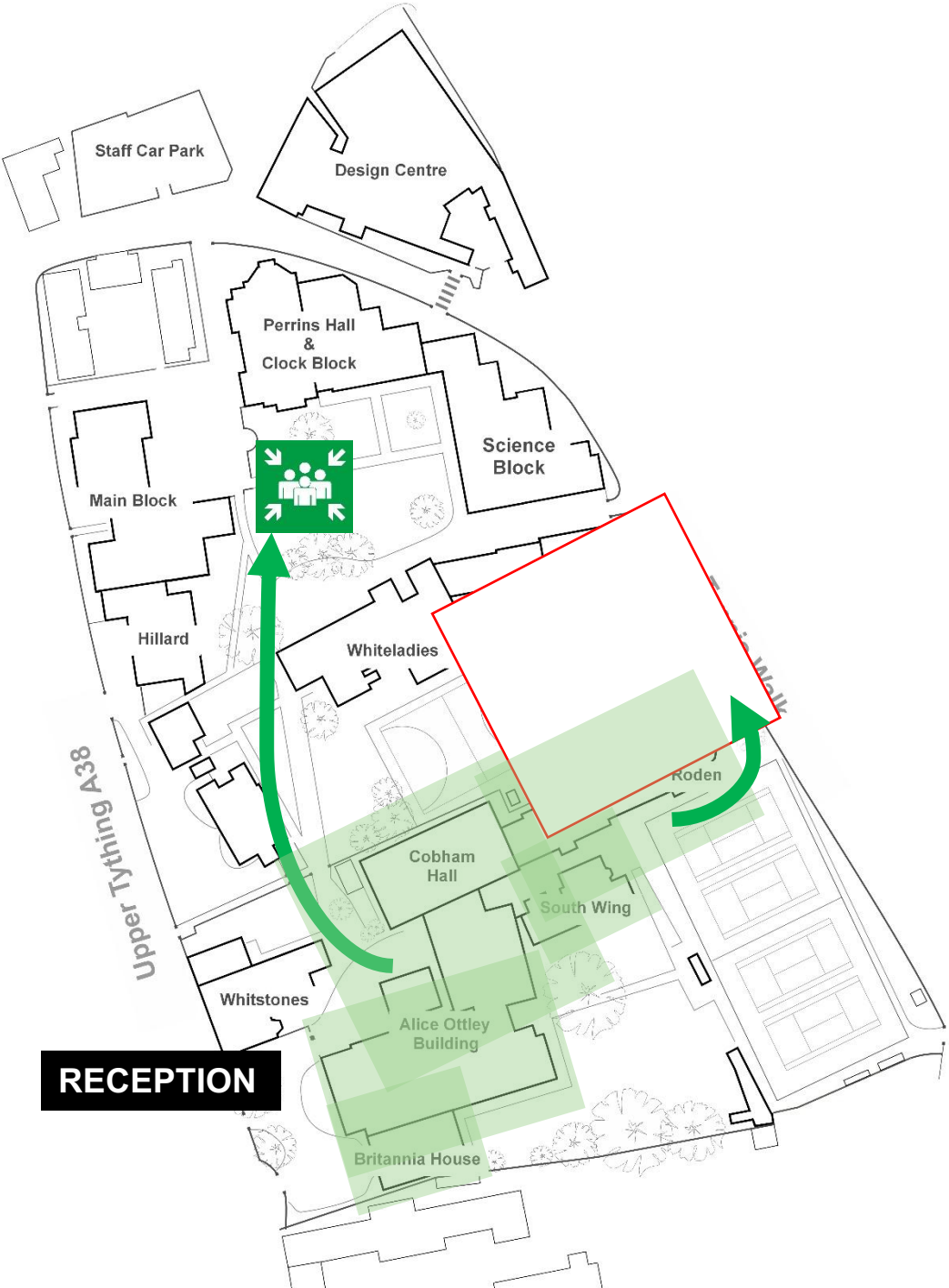
PULLINGER HOUSE
FIRE EVACUATION ROUTE AND ASSEMBLY POINT



WHITSTONES & THE MALL
FIRE EVACUATION ROUTE AND ASSEMBLY POINT



**AO COMPLEX – AO BUILDING, BRITANNIA HOUSE, SOUTH WING,
COBHAM HALL, SANDYS & RODEN
FIRE EVACUATION ROUTE AND ASSEMBLY POINT**

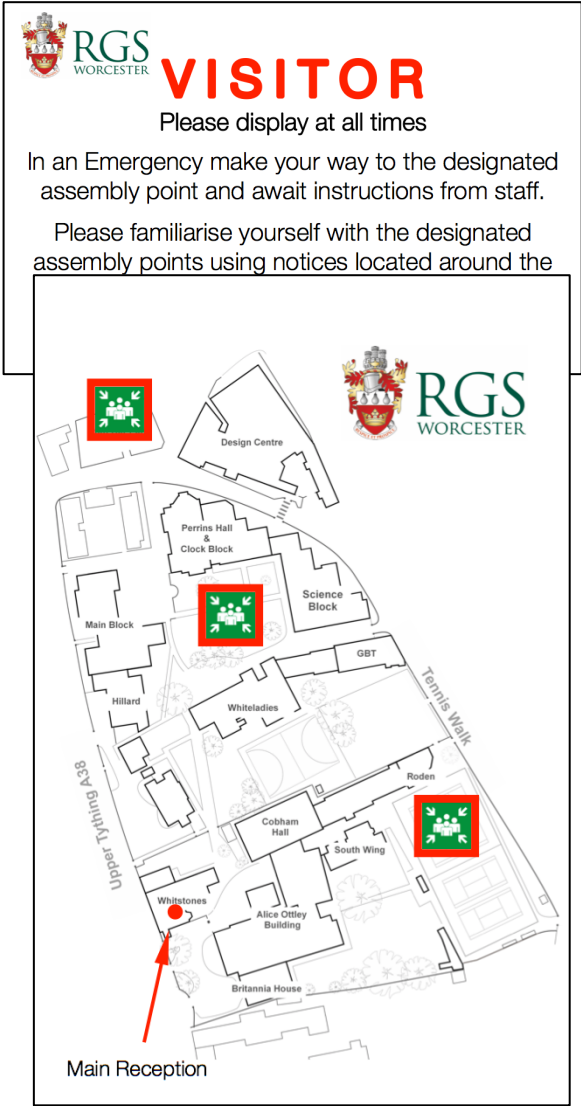


CALL POINT & FIRE ACTION NOTICE



VISITOR PASS (FRONT AND REAR)

Note that these are shown larger than actual size. Passes are provided to visitors attached to a clip or green lanyard.



FIRE ZONE CARD EXAMPLE (FRONT AND REAR)

FIRE ZONE CARD

AOB-1



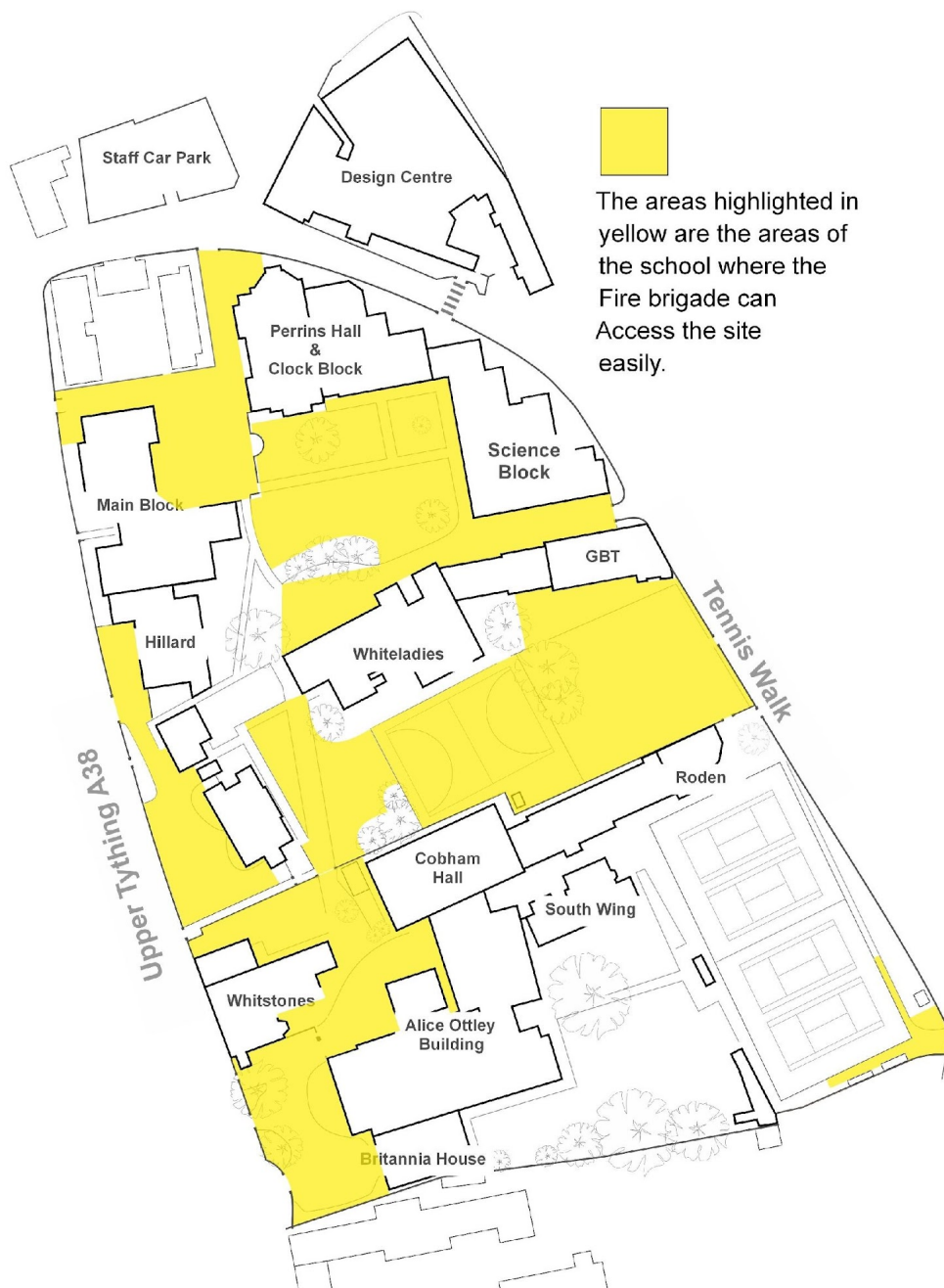
FIRE ZONE CARD: AOB-1

- CHECK ALL ROOMS SHOWN OPPOSITE, TO ENSURE THEY ARE CLEAR OF PEOPLE
- REPORT TO ASSEMBLY POINT (SEE OVERLEAF)
- HAND CARD TO DFM AND CONFIRM ZONE AS BEING CLEAR OF PEOPLE



Appendix L.
Fire Policy RGS Worcester

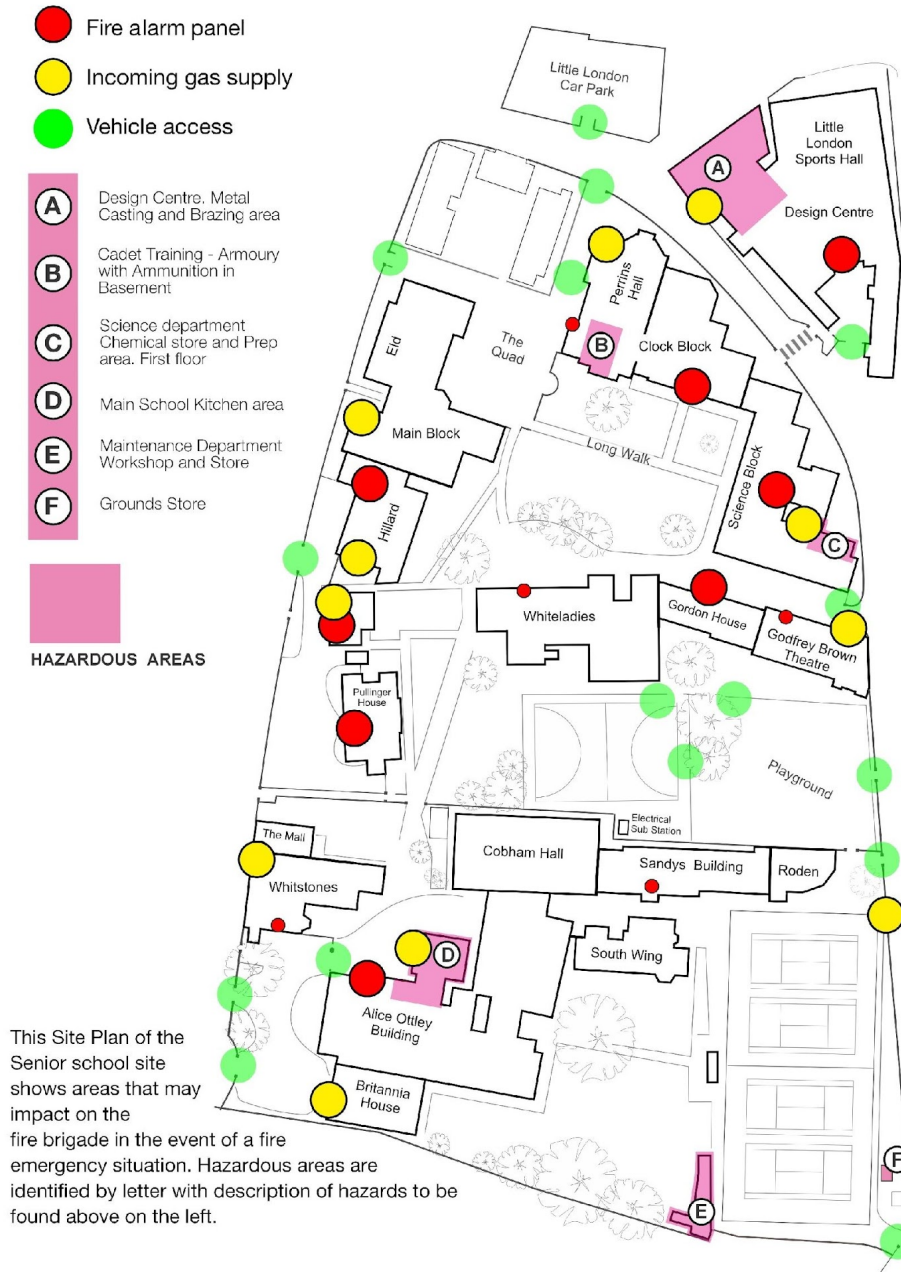
FIRE SERVICE SITE ACCESS PLAN



Appendix M.
Fire Policy RGS Worcester

HAZARDOUS AREA PLAN

HAZARDOUS AREAS



Appendix N. Fire Policy RGS Worcester

Fire Alarm – Incident Log		
Building Evacuated:	Date of Activation:	Time of Activation:
Significant Developments		

Evacuation Time:	
Location of Fire / Alarm Activation:	
Zone Cards:	Provide details of any Zone Cards not received at Muster Station
Arrival of Fire Service:	
Real or False Alarm:	
All Clear:	Provide details when the Fire Service give the 'all clear'
Detail any other observations / communications as they occur:	
Detail any further support requested and action taken by Critical Incident Team	

--

De-Brief Notes

--

Responsible Persons on Duty During Incident
--

Duty Fire Marshal:	
Maintenance Representative:	
Critical Incident Team:	