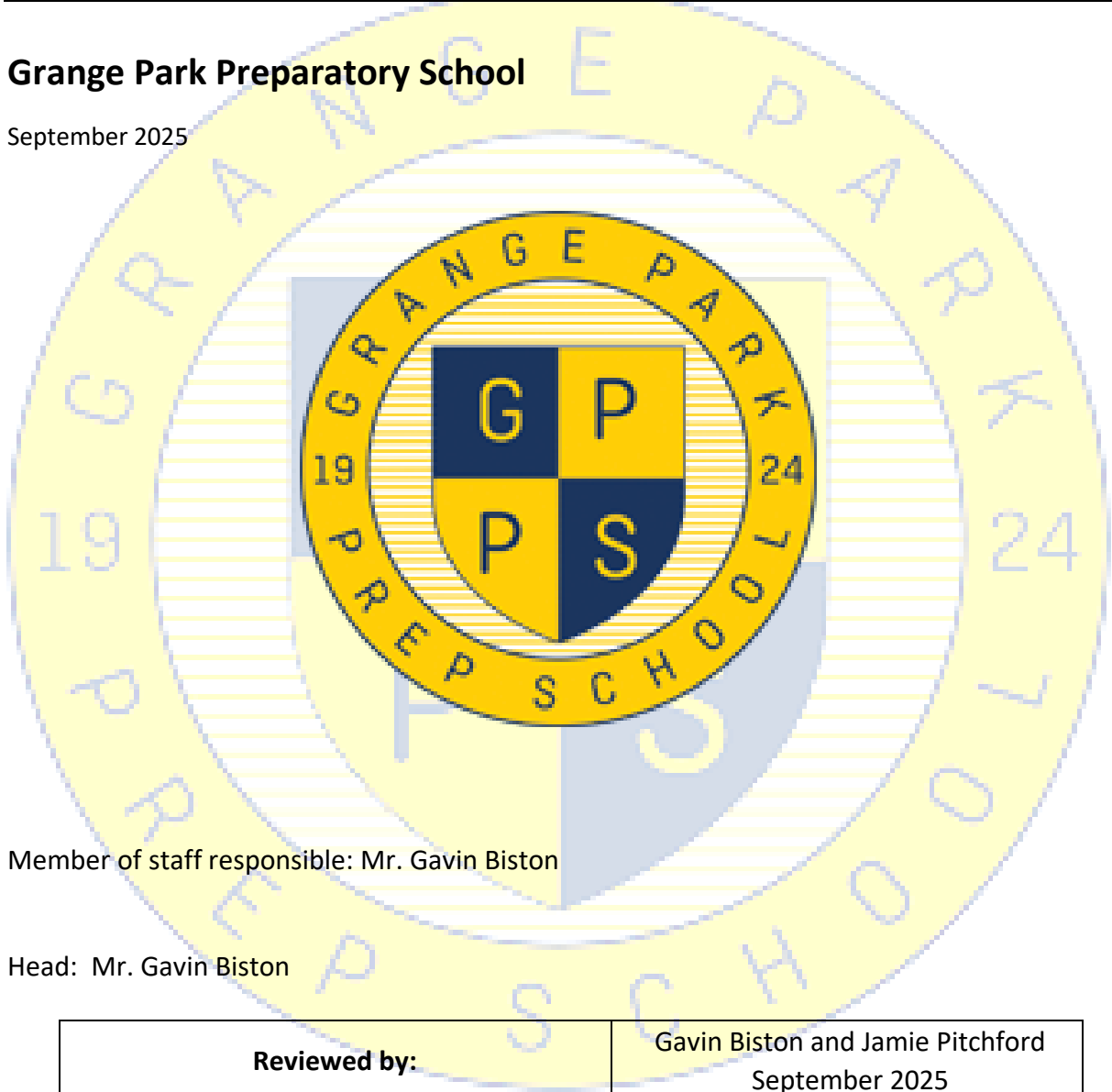


Fire Safety and Procedures Policy

Grange Park Preparatory School

September 2025



Member of staff responsible: Mr. Gavin Biston

Head: Mr. Gavin Biston

Reviewed by:	Gavin Biston and Jamie Pitchford September 2025
Review date:	September 2027

Contents

1. Objectives.....	3
2. Policy Definition and Key Responsibilities.....	3
3. Minimising the risk from fire	4
4. Arrangements.....	5



1. Objectives

The objectives of this policy are:

- To safeguard all persons on GPPS premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

This policy applies to all persons on GPPS premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

2. Policy Definition and Key Responsibilities

Fire can have a devastating effect on the School.

GPPS will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire.

a. GPPS School will ensure:

- i. That adequate means of escape in case of fire exist for all persons on school premises.
- ii. That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- iii. That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- iv. That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- v. That adequate means for fighting fire are present and are maintained in efficient working order.
- vi. That appropriate instruction will be given to all persons on GPPS premises on evacuation procedures.
- vii. That GPPS premises are subjected to a fire risk assessment, at least once per year, and that where risks are identified action is taken to implement appropriate control measures.
- viii. That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.
- ix. To eliminate the risks from dangerous substances, to keep a log of all chemicals used in school and store them safely.

b. **The Board of Governors** are ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They delegate the day to day management of this to the Headteacher and the school's Health & Safety Officer.

c. **The Headteacher** is responsible for conducting fire risk assessments, providing advice and training, monitoring and auditing GPPS' Fire Risk Policy, standards and procedures. They are also responsible for ensuring that

adequate maintenance checks are carried out on the school's fire detection and alarm system, firefighting equipment and emergency lighting.

- d. **Staff** are responsible on hearing the fire alarm, for ensuring that all pupils leave the room immediately and proceed to the designated assembly area.

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Headteacher.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 - appropriate escape routes
 - location of fire extinguishers
 - the emergency services number (currently 999 or 112)

3. Minimising the risk from fire

The following measures will minimise the risk, and associated consequences of fire in the school.

- a. Training
 - i. The Headteacher is responsible for arranging suitable staff training and for organising regular fire drills (at least once a term).
- b. Finding fire
 - i. In case of fire, the alarm should be activated using the nearest accessible fire call point. Once clear of the building, the Fire marshals should check to see whether the Fire Brigade has been summoned.
- c. Fire alarm
 - i. On hearing the fire alarm, you must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors. The School Administrator and Fire Marshals will distribute the appropriate fire registers to the appropriate fire assembly points.
 - ii. Staff, children and any visitors should proceed to the designated assembly points which is in the playground or on The Chine. The back gate is on a padlock and if safe should be opened to help exit the premises or let emergency services enter the premises.
 - iii. Do not re-enter the building until the Fire Brigade, Headteacher or Fire Marshals give the '*all clear*'.
- d. Smoking
 - i. Smoking is banned across the site.
- e. Portable electrical equipment
 - i. All portable mains-operated electrical equipment used on the site

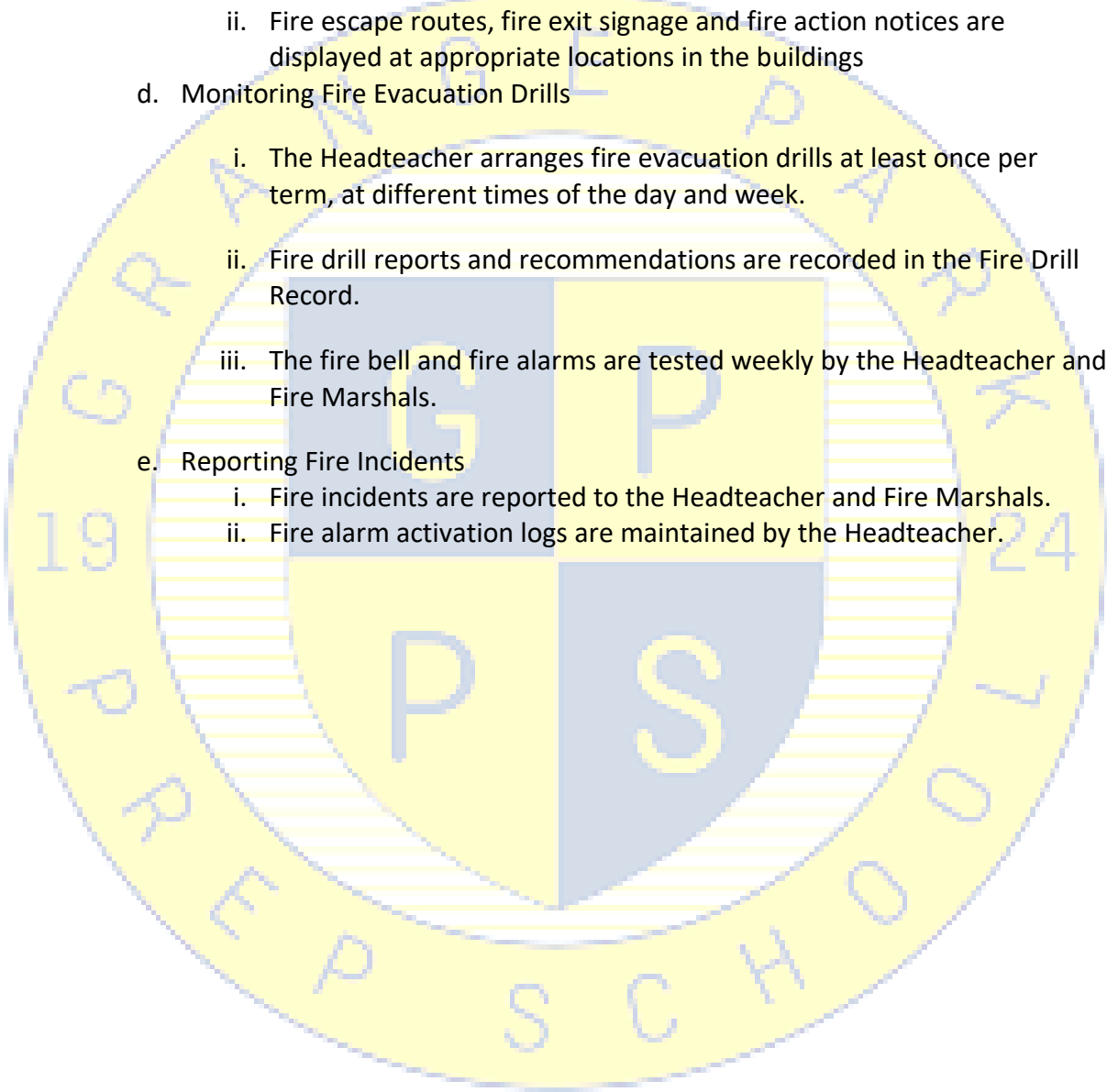
must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.

- f. Plugs and cables
 - i. Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.
- g. Storage
 - i. Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.
- h. Instructions
 - i. Staff must comply with all instructions given to them in regard to fire safety and fire procedures.
- i. Faults
 - i. Staff must also report any observed shortcomings in fire precautions to the Headteacher.
- j. Visitors
 - i. Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge. They should also be briefed about the evacuation procedure. Staff are to guide visitors on the premises to the nearest exit and assembly point.
- k. Signing In Procedure
 - i. All staff members, visitors and late children on entry to GPPS must sign in using the e-reception app found on the iPad in the entry hall, to the upper school. When visitors sign in, information surrounding proposed fire drills will be shared and evacuation procedures will be discussed. When a member of staff, visitor or a child leaving before normal dismissal time, they must sign out on the same system.
- l. Arson Preventative Measures
 - To avoid a possible arson attack on the school, staff are to observe the following preventative measures:
 - i. All litterbins to be emptied at the end of the day
 - ii. All doors throughout the school should be closed at the end of the day
 - iii. All windows should be securely fastened including ground floor windows
 - iv. All rooms and storerooms containing hazardous materials such as chemicals e.g cleaning cupboard, should be well managed, clean and permanently secure.

4. Arrangements

- a. Fire Risk Assessment
 - i. The Headteacher arranges for a fire risk assessment to be carried out annually.
 - ii. An external specialist will carry out these checks every three years.

- iii. Emergency Evacuations Procedures are drawn up, taking account of the findings of the fire risk assessment.
- b. Firefighting equipment
 - i. Arrangements for the maintenance, inspection, examination and testing of firefighting equipment are made by the School Administrator.
- c. Training and Instruction
 - i. Staff are trained in the use of fire extinguishers
 - ii. Fire escape routes, fire exit signage and fire action notices are displayed at appropriate locations in the buildings
- d. Monitoring Fire Evacuation Drills
 - i. The Headteacher arranges fire evacuation drills at least once per term, at different times of the day and week.
 - ii. Fire drill reports and recommendations are recorded in the Fire Drill Record.
 - iii. The fire bell and fire alarms are tested weekly by the Headteacher and Fire Marshals.
- e. Reporting Fire Incidents
 - i. Fire incidents are reported to the Headteacher and Fire Marshals.
 - ii. Fire alarm activation logs are maintained by the Headteacher.



Appendix 1

Sign in station, on entry to the school via House entrance.



Appendix 2

Example of Fire Notice, highlighting procedures and routes in case of fire. Fire notices can be found in strategic points around the school.

Fire Notice
MAIN SCHOOL LOBBY

Anyone discovering a fire should:

1. Raise the alarm by breaking the fire alarm point.
2. **NEAREST FIRE ALARM POINT – NEXT TO MAIN ENTRANCE OF HOUSE – CALL POINT 1**
3. Evacuate the building by the safest route
4. Evacuation route from this room is:
 - A. **THROUGH THE GROUND FLOOR FIRE ESCAPE DOOR – BACK OF YEAR 6 CLASSROOM, DOWN THE FIRE STAIRCASE, STRAIGHT AHEAD, FOLLOW THE PATH TO THE RIGHT, PAST NURSERY ROOM 2 TO PAVED AREA, CONTINUE TO PLAYGROUND.**
 - OR
 - b. Down the stairs in lobby, into cloakroom and out through external fire door. Follow the path round staffroom and follow the path to the right past Nursery room 2, to paved area, continue to playground
 - OR
 - c. Through the main front door of the House to The Chine
5. Fight fire only if no risk to person
6. Assemble in the school playground
7. Teacher in charge to take register making sure all pupils present

Basement
Approximate Floor Area
664.89 sq. ft.
(61.78 sq. m)

Ground Floor
Approximate Floor Area
1083.81 sq. ft.
(100.89 sq. m)

First Floor
Approximate Floor Area
796.42 sq. ft.
(73.99 sq. m)

Second Floor
Approximate Floor Area
484.65 sq. ft.
(45.01 sq. m)

Total Floor Area
Approximate Floor Area
3029.71 sq. ft.
(281.47 sq. m)

Appendix 3

Fire Zone Map, found under alarm panel in the House.

FIRE ZONE MAP – HOUSE

Call Points	Locations
1	Main entrance hall- House Next to the front door
2	Year classroom 3, ground floor Near the fire escape door in the room
3	Cloakroom, ground floor Near the medical room
4	Toilets first floor Outside the Year 5 classroom
5	Year 5 classroom, first floor At the back of the classroom, next to the fire escape
6	Outside the Year 6 classroom, top of the stairs
7	Year 6 classroom Next to the fire escape

Fire Zone Map, found under alarm panel in the Lower School.

FIRE ZONE MAP – LOWER SCHOOL

Call Points	Locations
1	Main corridor near – Lower School Next to the fire exit
2	Ground floor, hall corridor Near the fire escape leading to the playground
3	School Hall At the back of the hall near the double doors
4	In the School hall Just through the entrance on the wall with the screen
5	Nursery corridor Just next to the main entry point for Nursery
6	In the Reception Classroom Next to the fire door
7	Under the alarm panel In the link room between Reception and Nursery
8	At the middle point of the stairs Outside the Old Year 1 classroom