



CITY OF LONDON SCHOOL FOR GIRLS

FIRE SAFETY POLICY AND PROCEDURES

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1. Introduction

1.1 This document sets out our arrangements for controlling fire risk at City of London School for Girls (CLSG). It has been written with regard to the Regulatory Reform (fire Safety) Order (RRO) 2005, as well as the City of London's Corporate Fire Policy and as stated in that document the Headmistress and the Facilities Manager act as the Responsible Persons.

1.2 Our priority is to take all reasonable precautions to minimise the risk to life and to reduce injury through the implementation of appropriate risk assessment, management plans, protective measures, training / instruction and monitoring. The aim of the fire safety procedures is to ensure that clear guidance is given to ensure that our school community can respond calmly and effectively if fire breaks out.

1.3 The policy has regard to the Government's guidance [Fire safety in new and existing school buildings](#) (2014):

“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 acts as Fire Safety Coordinator, who is supported by the Bursar in implementing this Policy.

1.5 The policy covers the following areas:

- Fire Safety Responsibilities
- Fire Prevention
- Fire Risk Assessment
- Evacuation Plans
- Prevention of Arson

1.6 This policy should be read in conjunction with:

- The Health and Safety Policy
- The Fire Safety Procedures
- CoL guidance: Personal Emergency Evacuations Plans
- The Security Policy
- The Critical Incident Plan

The City of London Corporation Fire Policy

1.7 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 12 (Fire) and Part 5 (Premises of and accommodation at schools) of the Independent School Standards Regulations.

2. Responsibilities

2.1 The Head

The Headmistress is accountable for fire safety matters at CLSG. She works with the Bursar and Facilities Manager to ensure that the school meets its legal obligations and is responsible for ensuring that:

- Procedures are in place to implement the requirements of the CoL Corporate Fire Policy. In particular, she is accountable for ensuring that fire risk assessments and fire management plans are in place for CLSG;
- The requirements of this fire safety policy and procedures are made known and available to the whole school community;
- Adequate resources are available for fire prevention and fire precautions;
- Responsibilities for fire prevention/precautions are clearly identified and assigned;
- Appropriate instruction and training are provided to staff and pupils.

2.2 The Facilities Manager

The Facilities Manager, accountable to the Bursar, is responsible for ensuring that:

- A suitable and sufficient fire risk assessment (FRA) is carried out every 5 years by a CoL approved assessor, in line with all CoL FRA guidance and that control measures and recommendations are implemented in a timely manner;
- Fire risk assessments are reviewed yearly and that the CoL Fire Safety Teams Mandating requirements are met;
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired;

- A fire management plan is in place, following CoL guidance and that this is communicated to all relevant stakeholders;
- Systems are in place to maintain and test all fire safety equipment i.e. fire doors, alarms systems, emergency lighting, as set out in the CoL Fire Safety Policy and that appropriate records are kept;
- Adequate means of escape are provided for all employees including those with disabilities and all other school users;
- Adequate number of fire marshals are identified and appropriately trained;
- Information, instruction and training is provided to all staff and pupils;
- Everyone in the school (including visitors and contractors) are given clear written instructions on what he/she should do in the event of fire;
- Records are kept of the fire induction training given to new staff and pupils;
- Procedures and arrangements for emergency evacuation are tested termly, recorded and lessons learnt;
- The premises fire logbook is maintained and kept up to date;
- Hot works are assessed, and hot works permits are in place;
- That a Guest Emergency Evacuation Plan (GEEP) is in place and that there is a system in place for Personal Emergency Evacuation Plans (PEEPs) to be developed for staff and pupils where necessary;
- Fire incidents and unplanned activation of the fire alarm systems are reported to CoL as described in the CoL Fire Safety Policy .
- CoL Guidance FSGN48 – Fire Safety Unit Notification Process is being adhered to.

2.3 **Heads of Department and Designated Manager**

Heads of Department and Designated Managers are responsible for ensuring that:

- Information regarding fire safety and emergency procedures are provided to new staff on their first day of employment as part of the induction process;
- Fire safety procedures are observed within work locations and risk assessments for activities under their control include any necessary local fire precautions;
- Managers with responsibility for electrical or networks installations, or where highly volatile or flammable substances are used must ensure that fire arrangements and good housekeeping are maintained so as to minimise fire risk.

2.4 **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 taking the register at the assembly point (or if not a form tutor/deputy keeping the girls silent), and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Premises Team or SMT. It is the responsibility of the Facilities Manager/SMT to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

2.5 **All Staff**

All CLSG Employees are responsible for ensuring that:

- They are aware of the fire safety arrangements for CLSG, are fully conversant with the emergency evacuation procedures and assembly point;
- When the fire alarm sounds that they 'sweep' the building as the leave to ensure that all building users are safely evacuating as detailed in the fire procedures;
- They do not increase fire risks by following poor housekeeping and/or waste disposal practices;
- They do not tamper with or misuse any fire safety equipment, including blocking fire exits, propping open fire doors, moving fire extinguishers / blankets, removing signs or notices or blocking call points from clear view;
- Report dangerous situations or fire risks to their manager, the Facilities Manager and the Compliance Manager by completing the online Health and Safety incident report form.

2.6 Pupils, contactor and other persons

- Form tutors and CLSG Managers will ensure that all pupils, contractors and other persons that attend CLSG are made aware of the current arrangements for emergency evacuation and that they must obey all fire safety instructions;
- Pupils, contractors and other persons must report any fire incidents, however small, and any concerns they may have about fire safety to the Facilities Manager

2.7 Fire marshals

The Premises Team are the designated Fire Marshals for the school. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training, as set out in the Col Fire Safety Policy. The on-duty FM Manager or FM Supervisor (Evacuation Coordinators) will take charge during alarm activation and direct the Fire Marshals to designated roles. Their duties will include:

- Identifying the location of an activation;
- Confirming whether there is an actual fire or whether it is a false alarm;
- Check areas are clear of all people and close all doors and windows if safe to do so;
- Direct people to the assembly point;
- Report each area is clear to the Evacuation Coordinator;
- Liaising with the emergency services;
- Prevent people from re-entering the building until safe to do so;
- In the absence of a 'buddy' or carer, assist disabled people to the safe refuges and liaise with the Evacuation Coordinator as to next steps;
- Complete inspection of fire safety equipment as directed by the FM.

2.8 The following staff have specific responsibilities as shown:

Responsibility	Member of Staff
Termly fire practices and emergency evacuation drills, combined with a	Senior Deputy Head and Facilities Manager

programme of inducting new staff and pupils with emergency escape procedures and the presence of experienced staff who help to ensure that the School can be safely evacuated in the event of a fire	
Testing all fire alarms weekly and recording results	Facilities Manager
Keeping fire routes and exits clear	Bursar, who in turn 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, in conjunction with the City Surveyor (CoL)
Checking that all Science and Art and Design equipment is switched off, where appropriate, at the end of the school day	Heads of 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 Biology, Chemistry, Physics, Drama and Art and Design (working with the relevant technicians) and FM
Fixed Electrical Safety Testing	City Surveyor, who will provide the Facilities Manager with a copy of current electrical installation certificates
Portable appliance testing	Facilities Manager
All gas appliances and installations (boilers, kitchen equipment, etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers	City Surveyor and Facilities Manager
Carbon Monoxide (CO) detectors are installed, tested and maintained wherever assessed as necessary	Facilities Manager
Switching off all kitchen equipment at the end of service	Catering Manager
Implementation of robust permits to work for all physical works on the fabric	Facilities Manager

of the buildings and associated equipment, including hot works	
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3. Fire Prevention

- 3.1 All members of staff are to ensure that they comply with the following basic safety rules:
- Combustible materials, such as cardboard boxes and packaging materials should be disposed of safely unless they are required for other purposes. When such materials are retained, they must be kept tidily in designated storage areas.
 - 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.
 - 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.
 - Rubbish must be placed in metal bins or areas made of a non-combustible material. Rubbish must not be allowed to collect in 'hidden' places (e.g. behind cupboards, etc.). Particular attention should be paid to general tidiness and areas around electrical appliances.
 - The stationery store and other cupboards containing stationery and other combustible materials to be kept locked and tidy.
 - Boiler rooms must be kept clear, clean and locked.
 - Electrical equipment must be used properly and kept in safe working order. Electrical sockets must not be overloaded and use of extension leads must be kept to a minimum.
 - Clothing and costumes are often highly inflammable, they must be stored tidily and well away from any heat source.

4.0 Fire risk assessment

- 4.1 A requirement of the RRFSO is the completion of a Fire Risk Assessment (FRA) to determine the risk of fire occurring and identifying the precaution necessary to eliminate, reduce or manage the risk. To ensure a suitable and sufficient FRA is produced CLSGs FM will follow the information contained in the CoL Fire Safety Policy, as well as the published documents (available on COLNET):
- Fire Safety Guidance Note FSGN79 – External FRA Companies
 - Fire Safety Guidance Note FSGN77 - Ordering External Fire Risk Assessment
 - Fire Safety Guidance Note FSGN56 – Fire Safety Assessment Review (Yearly Mandating)
 - Col FRA Cover Page and Template
- 4.2 A full FRA will be completed every 5 years, in line with FSGN79, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. This will be completed by a competent assessor approved by the CoL and the

standard CoL FRA Cover page and template will be used to ensure consistency across the City's portfolio.

- 4.3 CoL require yearly mandating (assessment review) of all FRAs as set out in FSGN56, this process will be managed by the FM.
- 4.4 The recommendations and action plan from the FRA will be managed by the FM, assisted by the FM Team and the Compliance Manager.

5. Evacuation Plans

- 5.1 The Head, or another member of staff as delegated by the Head (such as the Bursar), 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
- 5.2 The Fire Evacuation Procedures set out the details of our emergency plans and are found in Appendix 1.
- 5.3 All new staff (teaching and non-teaching alike) and all new pupils, are given a briefing on the school's emergency evacuation procedures on their first day at the City of London School for Girls as part of their induction. The Fire Evacuation Instructions (Appendix 2) are displayed on the walls of all classrooms.
- 5.4 All staff are to familiarise themselves with the nearest available exit route out of the building from rooms where they teach or work. 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.

6. Personal Emergency Evacuation Plans and Guest Emergency Evacuation Plans

- 6.1 Personal Emergency Evacuation Plans (PEEPs) are a pre-planning system, for staff, and others, to ensure the adequacy of the emergency arrangements for staff, pupils and other frequent users of the School's premises who may require support or assistance.
- 6.2 A PEEP is a process used to explore what individuals may need in an emergency evacuation to ensure they can leave the building safely and in a timely manner. The aim of the completed PEEP is to identify any assistance, aids, information or building

adjustments that may be required to ensure that evacuation is as independent and safe as possible. The PEEP, once agreed with the individual concerned, may be used to inform staff or others, but only with the agreement of the individual.

- 6.3 PEEPs are drawn up, as required, in the School in line with the City of London Corporation's *Guidance: Personal Emergency Evacuation Plans (PEEPs)* (HSG22)
- 6.4 Any disabled pupil or member of staff will be subject to a Personal Emergency Evacuation Plan (PEEP), which will be drawn up in consultation with the School Nurse and form tutor or line manager.
- 6.5 A PEEP may also need to be drawn up where a pupil or member of staff is temporarily disabled or otherwise incapacitated (e.g. as a result of an injury or illness). It is the responsibility of form tutors to ensure the school nurse is aware that pupils require a temporary PEEP before the pupil returns to school.
- 6.6 A Guest Personal Emergency Evacuation Plan (GEEP) will be completed for disabled visitors in advance of their visit, where we are made aware of any impairment that puts them at a disadvantage in the event of an emergency. We also have generic GEEPs for instances where notice has not been given and these can be obtained from the Compliance Manager or Facilities Manager.
- 6.7 We have designated safe refuge points on every floor of every building, with signs advising of their location.

7. Visitors and contractors

- 7.1 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. They will be made aware of the emergency procedures by both the Receptionist and by the person they are visiting. The procedures are outlined in a visitor information booklet provided to all visitors.
- 7.2 In the event of a fire alarm activation, any visitor who has not been collected will remain the responsibility of the receptionist. It is for the receptionist to direct them to the assembly point.
- 7.3 When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

8. Training

- 8.1 All new employees must be informed of the fire safety provisions at CLSG. Their Line Manager is responsible for ensuring, on their first day, that they are made aware of these provisions and it is recorded on their induction document.
- 8.2 Staff are to be advised of the following:
- Fire action arrangements
 - Location of fire exits
 - Location of firefighting equipment
 - Name of Fire Safety Coordinator (Facilities Manager)
 - The importance of fire/smoke doors and the need to close all doors at the time of a fire and on hearing the fire alarm
 - Evacuation routes
 - Refuge points
 - Assembly point
- 8.3 All employees must complete the CoL online fire safety training as part of the corporation's induction training within the first 2 weeks of starting. This fire safety module must be repeated at least every 3 years.
- 8.4 Fire drills form part of our fire safety training and the whole school community are expected to participate in termly drills.
- 8.5 Pupils are to be informed of the fire procedures at CLSG on their first day and at the start of each academic year.
- 8.6 Fire marshals must attend fire marshal training every 3 years, this will include the use of fire extinguishers.
- 8.7 The FM is also expected to attend CoL fire safety briefings which will advise them on their specific fire management plan duties.
- 8.8 Additional fire safety training will be reviewed dependant on departmental need i.e. fire extinguisher training, evac chair training, fire door maintenance training.

9. Letting and hiring of the school

- 9.1 Our standard contractual terms, that we use for letting and hiring the school, covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures. A member of the Premises Team is always on duty when the school is let or hired for an outside function or event.
- 9.2 Regular hires to the school will undertake their own termly fire drill. A record of this will be kept by the hirer and any findings will be reported back to the Facilities Manager.

10. Prevention of Arson

10.1 The School's approach relating to the Prevention of Arson is given in Appendix 5.

Appendix 1: Fire Evacuation Procedures

1. Introduction

- 1.1 These procedures form part of the School's fire evacuation plans. They have been prepared to cover foreseeable fire incidents which could put the occupants or users of the School at risk.
- 1.2 Following a review of risk factors the following emergency procedures have been produced:
 - Fire Evacuation Procedures (Appendix 1)
 - Fire Evacuation Notice (Appendix 2)
 - Procedure for Evacuation during break times or class change (Appendix 1)
 - Procedure for Evacuation during Public Exams (Appendix 3)
 - Fire Evacuation Procedures for the Gild Cafe (Appendix 4)
- 1.3 The School completes termly fire drills to test the procedures and any deficiencies are documented and reported to all staff by the Senior Deputy Head.
- 1.4 The fire alarm system is provided with automatic smoke detection and manual break glass call points. This means that, in the event of a fire, smoke may be detected automatically by the detectors and visually by people, who can then operate the fire alarm in a manual way by using the 'break glass' call points to warn other School users.
- 1.5 During an emergency those teachers who are teaching a class when the fire alarm signal sounds will assist in achieving a controlled and orderly evacuation of all pupils from the classroom to their designated assembly points.
- 1.6 During the external examination season, the Head of Examinations will ensure that the school complies with examination board regulations and will ensure that examination attendance registers are provided to the Senior Deputy Head or the person nominated to take the examinees register.
- 1.7 **Action required on activation of the fire alarm**

The fire alarm is a continuous 2 tone siren and on activation the Fire Marshall and FM will take charge of the situation following the duties described above. All staff, pupils and visitors should follow these instructions:

 - 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 and make your way to the assembly point on St Giles' Terrace at the front of the school.
 - If you are in a class when the fire alarm sounds, line up and then leave the room quietly. Make your way to the assembly point on St Giles' Terrace at the front of the school. The last person out should shut the door behind them.

- Anyone not in classrooms should leave the building by the nearest unimpeded exit and make his/her way to the assembly point at St Giles' Terrace at the front of the school.
- Do not stop to collect personal belongings.
- If you have a disabled pupil in your class, or a disabled visitor, staff should assist them to the designated refuge point and follow the evacuation procedures as described in the Personal Emergency Evacuation Plans or Guest Emergency Evacuation Plan.
- Anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately must be report to the Premises Team or member of SMT.
- Remain at the assembly point with your pupils until the all clear is given by the Headmistress or member of the SMT.
- At the assembly area line up in forms in alphabetical order and in SILENCE. The Sixth Form will be nearest the church and the Preparatory Department nearest the lake. Line up as far away from the front of the school as possible to ensure access is available for the emergency services.
- On no account should anyone return to any building until given permission by the Fire and Emergency Services in the event of the Fire Service attending or the FM or Bursar if they do not attend.

1.8 Specific Duties of Staff during activation

Certain staff are to carry out the following specific duties:

Member of staff	Duty
Facilities Manager	To report to Reception and take control as the Evacuation Controller <i>(The Facilities Supervisor should deputise as Incident controller and liaise with the Senior Deputy to ensure everyone is accounted for and that it is safe for reoccupation)</i>
Receptionist	To print the Fire Register and wait at the bottom of the main entrance steps and issue to relevant staff. Make the Bursar aware of any registers that have not been collected. Assist the Bursar's PA in registering visitors, contractors, and support staff. <i>(Attendance Officer to deputise in the absence of the receptionist)</i>
Senior Deputy Head	To register and check all teaching staff and notify the Bursar of any missing staff. <i>(The Deputy Head Pastoral should deputise in the absence of the Senior Deputy Head in checking all teaching staff)</i>
Form Tutors and Attendance Officer	Will oversee the evacuation and control of staff and pupils and collect register for their forms from the Receptionist as soon as they reach the assembly point, register their pupils, and inform the Head of Section of any missing persons who then informs the Attendance Officer.

	<i>(The Head of Section will designate deputies in the absence of any Form Tutor in checking)</i>
Music Administrator	Will receive the VMT register and check all Visiting Music Teachers who should be assembled with the teachers on St Giles' Terrace. <i>(The Head of Music should deputise in the absence of the Music Administrator with receiving of registers and checking VMTs)</i>
Bursar's PA	Will check support staff, visitors, contractors and, via the Catering Manager, catering staff and they should be assembled at the front entrance to St Giles' Church. <i>(The Catering Manager will register catering staff and report to the Bursar's PA) (The Head's PA should deputise in the absence of the Bursar's PA)</i>
School Nurse	The School Nurse should carry an emergency grab bag and is to assemble with the Senior Deputy Head and the other teaching staff on St Giles' Terrace. She is to stand ready to provide any medical assistance as required and co-ordinate first aiders if required.

- 1.9 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.
- 1.10 **Summoning the fire brigade**
The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in reception. The Premises Team are always given advance warning of fire practices. If the alarm goes off for any other reason, the Premises Staff have standing instructions to summon the Fire and Emergency Service at once.
- 1.11 One of the Premises Team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. When the building is unoccupied the fire alarm system is remotely monitored by a monitoring company and in the event of a fire alarm while the school is unoccupied the fire service will be called by them and then a member of the Premises Team called out to attend.
- 1.12 **Procedure for evacuation during break times or class change**
- 1.13 If the fire evacuation plan is implemented during a break time or during a class change time it is imperative that all pupils and staff leave the building via the most direct route. They should then proceed to their Assembly Point on St Giles' Terrace.
- 1.14 It is the responsibility of Form Tutors to ensure that the members of their form 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 their Assembly Point for the roll-call to be taken.

- 1.15 It is the responsibility of Form Tutors to ensure that their form members clearly understand where their Assembly Point is located.
- 1.16 Under no circumstances should pupils or staff go to any room in the building to collect personal belongings.

Appendix 2: Fire Evacuations Notice

Action on hearing the fire alarm

- Everyone to leave the building by the nearest safe exit ensuring you do not stop to collect personal belongings;
- Where practicable, members of staff should close all doors and windows behind them;
- Members of staff are also asked to check the rooms either side of the classroom they are vacating;
- Lifts must not be used;
- You must make your way to the assembly point on St Giles' Terrace at the front of the school

Action on discovering a fire

- Move yourself out of danger;
- Break the glass of the nearest fire alarm call point;
- Attempt to put out the fire with appropriate fire extinguishers, where practicable, but do not endanger yourself;
- Whether or not you succeed, the incident must be reported to a senior member of staff without delay.



Assembly points

At the assembly area line up in forms in alphabetical order and in SILENCE. The Sixth Form will be nearest the church and the Preparatory Department nearest the lake. Line up as far away from the front of the school as possible to ensure access is available for the emergency services.

Teachers and Visiting Music Teachers (VMTs)

Should be assembled on the terrace of St Giles' Church in an orderly fashion.

Support staff, Visitors and Contractors (other than those with specific duties)

Should be assembled at the front entrance to St Giles' Church in an orderly fashion.

Appendix 3: Procedure for Evacuation during Public Exams

- 3.1 The *general* arrangements for evacuation of the building (for fire and security alerts) will apply during a public examination. In addition, the following *specific* details would apply. Further information is available in the Joint Council for Qualifications (JCQ) guidance '[ICE](#)' - [Instructions for conducting examinations](#).
- 3.2 The JCQ [Centre Emergency Evacuation Procedure](#) guidance is:

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document:

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

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**).
- 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 must be advised to close their answer booklet.
- 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.

3.3 Fire Evacuation

- 3.3.1 If the fire alarm sounds when exams are taking place 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.
- 3.3.2 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 assembly point. The candidates should be escorted by the invigilator(s) to the designated assembly point: during an examination, this would be the area by the ponds facing the main Barbican Centre. The invigilator(s) should remain with the

candidates. The Exams Officer (or, in the case of mock examinations, the Deputy Head (Academic)) will report to this assembly point. No discussion about the examination is permitted.

- 3.3.3 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) announces that it should do so.
 - 3.3.4 The School is bound by the regulations laid down by the JCQ (see above) 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 who is responsible for ensuring the regulations are followed.
- 3.5 **Damage / Disruption caused by a Fire / Security Emergency**
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 and submitting the necessary JCQ paperwork regarding the disruption / cancellation of the exams.

Appendix 4: Fire Evacuation Plan for the Gild Café

1.0 Introduction

- 4.1 CLSG lunch service is provided within Guildhall (Gild Café). The fire safety management of pupils and staff who use this facility during lunch service remains the responsibility of CLSG. The details below set out the fire safety plan and these will be communicated to all users at the start of each academic year. It should be noted that the contracted catering staff are advised to follow the Guildhall Fire Alarm procedures and protocols.
- 4.2 Three iPads have been set up with a 'roll call' App for use as our fire register for pupils and staff whilst the building. Staff responsible for the daily logging of attendance can obtain their device from the Catering Manager. The staff responsible for logging individuals in and out should be positioned at the main entrance and exit points to the building (not at the entrance or exit to the Gild Café). This is to ensure we have a record of individuals within the building not just in the café.
- 4.3 All pupils and staff using the facility are issued with ID badges with QR codes attached which must be scanned using the 'roll call' App on arrival to the building. They must also log themselves out using the same system to ensure we have an up-to-date fire register, at all times.
- 4.4 All staff on lunch duty within the Guildhall building must log their attendance on the App upon arrival so that they too can be accounted for in an emergency.
- 4.5 Each day one member of CLSG staff will be appointed as the Designated Lunch Duty Manager (DLDM) and will take control in the event of an emergency. They will be provided with a CLSG emergency phone, kept with the iPads by the Catering Manager, which they must carry on their person at all times. This will be pre-programmed with Guildhall 'All Clear' alert system by the CLSG Facilities Manager. The 'All Clear' system sends a text message directly to the phone to notify building users that the building has been given the 'all clear' to return.
- 4.6 In the event of an emergency the DLDM will take the lead on ensuring that area, including the toilets and corridors, are swept, and will manage the rollcall of occupants using the fire register on the iPads. The DLDM will be responsible for informing the Guildhall Security Team, located at the top of the vehicle ramp, that our area is clear and that all our staff and pupils have been accounted for, or not if anyone is missing. The DLDM will also ensure that the Senior Deputy Head and Bursar are made aware of the emergency taking place. The DLDM will also be responsible for managing pupil behaviour at the assembly point. No-one must re-enter the building until the DLDM has been notified via the text message service that the building has been deemed safe.

4.7 The designated assembly point for CLSG staff and pupils using the Gild Café is the bottom of the steps leading the High Walk (known as The Plaza). Staff and pupils must position themselves, in an orderly manner, as close to the steps as possible and must move away from the front of the building to allow others building users to evacuate safely.

4.8 Staff and pupils that are in the Gild Café at the time of a fire evacuation must following the procedures set out in this plan so that we can account for all individuals on the fire register. They must not return to school until they have been registered as out of the Guildhall building.

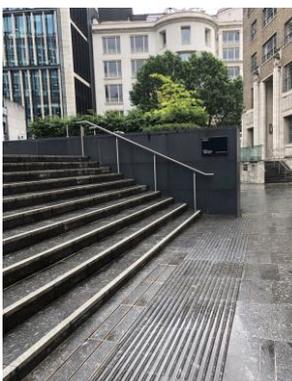
4.9 Whilst in the building if you discover a fire move yourself out of danger and raise the alarm by breaking the glass of the nearest fire alarm call point.

4.10 **Fire Action Procedures**

4.11 The fire action procedures are as follows:

- All staff and pupils must register themselves using the QR code on their ID badge using the iPad App upon arrival and on leaving the building;
- Upon hearing the fire alarm everyone must leave the building by the nearest safe exit ensuring you do not stop to collect personal belongings. The closest final fire exit is the metal doors at the top of the stairs leading out onto the Plaza, (see picture below);
- A member of staff will be asked to sweep the area, including the toilets, by the DLDM to check the area is vacated;
- Lifts must not be used;
- You must make your way to the assembly point by the steps to the High Walk to the front of the North Entrance to Guildhall (see picture below);
- Pupils should line up in an orderly manner, in silence;
- The DLDM will complete the roll call and notify the Guildhall Security Team that our area is clear (see picture below for security staff location);
- Nobody is to re-enter the building until the ‘all clear’ alert is received.

4.12

Designated final exit doors	Assembly Point	Guildhall Security Team Location
		

Appendix 5: Prevention of Arson

5.1 Introduction

Arson attacks on schools are serious and frequent. Twenty schools a week suffer an arson attack in the UK. A third of these happen during normal school hours. Around 90,000 children are affected by school arson each year.

Arsonists are most commonly 10–18 years of age and live in the local area. School arson is frequently carried out by either a pupil, ex-pupil or someone with siblings at the school. Many arson attacks are opportunist.

5.2 Practical Advice on combating Arson in schools

Schools can protect themselves against the threat of arson with a few simple techniques. Protection does not need to mean 24-hour security, expensive alarm systems or hours of risk assessment. A few simple, low-cost housekeeping techniques can help to reduce the vulnerability of a school to arson and vandalism.

This appendix on the Prevention of Arson at the School has been developed in line with the Fire Safety Advice Centre (FSAC) guidance [How to Combat Arson in Schools](#), which gives some practical advice for schools as to how to make themselves less of a target. Not only will this reduce the risk of arson but will also improve security and the health and safety standards of the school. The guidance is addressed primarily at school governors, head teachers and their deputies, school premises managers and risk managers. It aims to alert those responsible for school premises to the continuing dangers of arson attacks on schools and suggests means by which such a potential can be reduced.

5.3 Prevention of Arson During School Hours

5.3.1 Education

- Staff should be made aware of the potential for daytime fires to occur (few schools have risk assessments for fire that mention daytime arson as a potential risk). Headteachers should be aware that they are responsible for the legal requirement to carry out and maintain risk assessments in case of fire. In particular, staff should be made aware of the danger of pupils being unsupervised in common rooms and corridors.
- Parents should be notified about occurrences of fires at their children's school. They should also be informed if arson is known, or suspected, to be the cause. This should be repeated whenever an incident occurs.
- Fire Safety Awareness sessions (including the risks of malicious calls) provided by the local fire service, should be held at regular intervals for all pupils.
- Regular fire drills should be undertaken as part of the Risk Assessment and records of them should be kept.

- Pupils should be told regularly that cigarette lighters and matches are not allowed in schools. Any breach should be treated as a serious disciplinary matter.
- Pupils who are suspected of involvement in starting fires should be considered for referral to Fire Service *fire setting aversion* schemes (there are different names for these schemes). Consultation with parents is essential as these schemes are often conducted at home.
- Members of staff responsible for PSHE should consider making fire issues and risks a part of everyday school life.
- All fires, no matter how small, should be reported to the Fire Brigade¹. Sometimes waste bin fires and the like are not considered worthy of reporting, or staff feel embarrassed or think of the repercussions. The Fire Brigade will understand and can assist with possible solutions to prevent further occurrences.

5.3.2 Prevention

- Architects responsible for school building projects (new and alterations to existing) should consult with Fire Service and Insurance specialists.
- Stores in and around the School that contain combustible materials should be kept locked.
- Stores that contain chemicals and hazardous materials, often adjacent to chemistry laboratories, should be well managed, clean and kept locked. The Fire Brigade should be advised of the location of such rooms for their records.
- Waste bins and wheelie bins should be located well away from the buildings, preferably in locked compounds. Waste skips used for any purpose should be located well away from buildings but not near perimeter fences or walls. Litter bins should be emptied before / at start of lunch break and at the end of each school day.

5.4 Prevention of Arson Outside of School Hours

5.4.1 Deter unauthorised entry onto the site

Ensure perimeter fencing is maintained in good order and consider the use of boundary signs to deter intruders, particularly at vulnerable spots, or areas known to be used for unauthorized access to your site.

5.4.2 Prevent unauthorized entry into the building

The easiest points of entry into school premises will be via the doors and windows. Skylights are also a weak point unless fitted with internal bars or grills. Ensure the burglar alarm system is maintained fully functional.

5.4.3 Reduce the opportunity for an intruder to start a fire

¹ Small fires should be reported via the School's Health and Safety reporting procedures; the Bursar and / or Facilities Manager / Compliance Manager will notify the Fire Brigade where appropriate.

Arsonists seldom bring combustible items with them but tend to use what is available on site. External combustible storage within the school should be removed or located elsewhere.

5.4.4 **Reduce the scope for potential fire damage**

Closing all doors at night will help contain any fire or smoke within the room of origin, or at the very least, slow down the rate of fire growth.

5.4.5 **Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan**

The time and effort put into creating a plan will pay dividends in the event of a serious fire, whether started accidentally or deliberately.

5.5 **Specific steps to reduce the risk of arson at the School**

- The security of the building is maintained by always having staff on duty at the main points of entry including Reception (during core opening times) and Prep Roof Gate from the Podium (during designated opening hours).
- When not in use, flammable materials are to be locked away in the correct storage containers / appropriate cupboards / locked prep rooms:
 - Science Area
 - Art department and DT
 - Drama
 - Workshops
 - Parking / Garage
- Fire Prevention is included in the PSHE programme.
- Fire inspections are undertaken regularly including vulnerable areas (such as those mentioned above)
- The Barbican Estate is closely monitored by the City of London Corporation with information provided to residents in the Good Neighbour Guide regarding management expectation within the common areas and refuse.