



**CITY
OF
LONDON**

Corporate Guidance

Freemen's School

Fire Management Plan

Issued No.	Date of issued	Reviewed by	Reviewed date	Approved by	Approved date
1.0	February 2021	Edward Kennedy, Head of Operations	November 2021	Monique Maccow	



Freemen's School

Ashted Park, Surrey KT21 1ET

Prepared by Edward Kennedy, Head of Operations, February 2021

STATEMENT OF INTENT:

The City of London Corporation believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

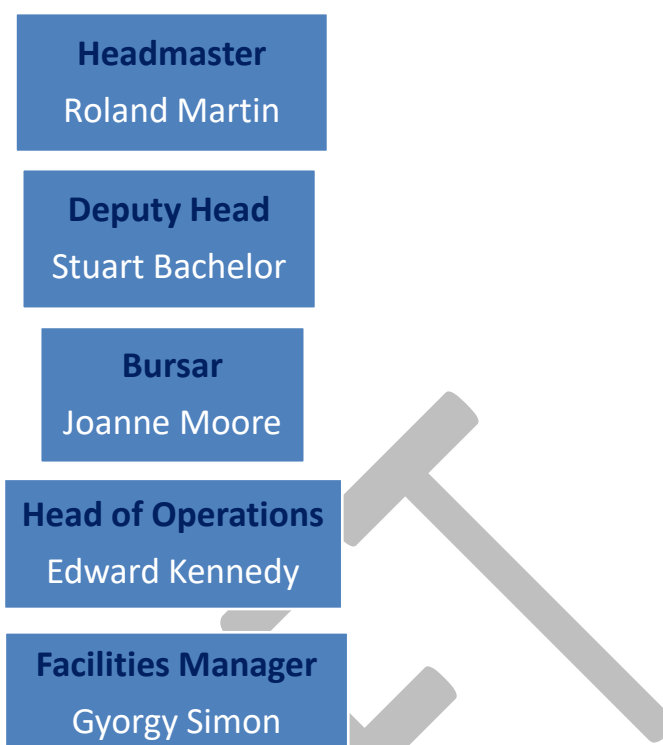
1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a healthy and safety working environment for all.

Signed: **Peter Collinson** Date: 2nd October 2019

(Operation Group Director)

Premises Controller chart of those who manage Freeman's School.



Introduction and Scope

Freeman's School, Ashted Park, recognises the importance of having a strategy for fire safety management as fire is a hazard which has the potential to be catastrophic for the premises. The consequences include threats to lives, damage to or loss of property and severe interruption to normal business activities or opportunities. This plan has been formulated in order to reduce the potential for fire and the severity if a fire was to occur.

Fire safety includes preventing outbreaks of fire and mitigating the direct and consequential damages. This is done through early detection, reducing spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting. These prevention and protection measures must be appropriate to the building use and occupancy, the inherent fire risk and also the legal obligations of the 'employer' or 'occupier of premises'.

This plan expands on the requirements of the Corporation Fire, Health and Safety Policies through the creation of fire safety management systems and standards that together with the provision and maintenance of safe buildings, protects human lives and building assets. These are in place to ensure that Freeman's School complies with the Regulatory Reform (Fire Safety) Order 2005.

The fire management plan applies to all buildings for which Freeman's is the occupier. This includes buildings occupied under tenancy agreements. Its requirements shall extend to all persons at those premises including all contractors.

The purpose of the plan is to ensure that the people in the premises know what to do if there is a fire and that the premises can be safely evacuated. Also, ensure the fire safety aspects of the site is being managed adequately with all relevant personnel ensuring they are competent personnel onsite.

Purpose of the plan

The purpose of this fire management plan is to detail the measures that Freeman's School implements in order to provide a safe environment for all staff, pupils and visitors. The primary focus of this plan is the provision and maintenance of fire safety systems to ensure that in the event of a fire, everyone is able to reach a place of safety.

The legal responsibility for ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005 lies with the Chief Officer, Headmaster, as the premises authority.

The following responsibilities and tasks represent the performance standards required of Freeman's School in the management of fire safety. As with other management responsibilities, it is for the named officer(s) to ensure that the task or outcome is delivered by delegating tasks and functions to others, if required, and monitoring the results.

The Bursar, in liaison with the Head of Operations and Facilities Manager, is to ensure that within agreed corporate annual budget provisions, the funding of capital and maintenance works consistent with this plan are identified; identify and allocate funds for FRA, fire safety training requirements, the routine maintenance of fire alarms, detection and extinguishing systems and equipment, the marking and maintenance of the means of escape and active fire safety aspects of the premises.

Guidance

This Fire Management Plan document should be read in conjunction with the Freeman's School Health & Safety Policy which sets out the arrangements and responsibilities for the management of health and safety within the School, in support of the Corporate Fire, Health and Safety Policy. Other parts of this plan cover other aspects of the safety management system, including consultation and communication; emergency preparedness; training and competency; management of contractors; and monitoring and audit.

Fire Safety Management System of the building - overview

As part of a holistic fire safety management system, consideration of passive and active fire precautions are essential.

Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation.

Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment.

Planning

A Fire Risk Assessment (FRA) is a requirement of the Regulatory Reform (Fire Safety) Order 2005 and is a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire management plan.

FRA's must be carried out and reviewed regularly, either annually, or following:

- any building alteration
- a change of occupation and/or use of the premises
- a fire incident/emergency, etc. (Please see CoL FRA guidance note)

The risk evaluation and appropriate control measures will include those practical fire safety arrangements outlined above. The methodology adopted will be:

High Risk = Work to be completed within 1 day to 2 weeks

Medium Risk = Work to be completed within 2 weeks to 6 weeks

Low Risk = Work to be completed within 2 months to 2 years

The FRA must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities. The significant findings of the FRA will be made known to all other responsible persons as appropriate.

Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for anyone with known disabilities that will impact on their ability to evacuate the particular premises.

Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance of fire systems and equipment are carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will require that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems ensuring that:

- The fire safety maintenance programme will follow the guidelines suggested in HM Government FRA guidance additional to City of London Fire Safety Policy.
All evacuations will be conducted by the Safety Marshals under the guidance of the Building Manager and/or other appropriate Freeman's staff. All Safety Marshalls will receive pre evacuation information and a post evacuation report following each evacuation drill.
All building design work must comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems must be approved by appropriate CoL representative prior to any work being carried out.
Safety Marshalls will report any faults or problems to the Facilities Manager who will action any issues relevant to themselves and forward the details to the CoL Building Management.
- A fire safety logbook will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.
- An annual management plan and timetable of associated works, actions and monitoring of all fire safety systems ensures all aspects of fire safety are addressed. The cycle timetable is recommended below and information on each stage follows

Organisation and Control

Specific levels of individual responsibility for Fire Safety are detailed below:

Chief Officers will ensure that:

- this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.

- a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- arrangements are in place for the completion of a FRA, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements at each premises are complementary.

Department Managers / Section Heads with responsibility for premises or parts of premises will ensure that:

- FRA's are carried out for all their workplaces, and additionally specific Risk Assessments are carried out for activities such as hot works involving welding, cutting, work with bitumen, etc;
- in conjunction with the outcome of the FRA that the optimum number and type of fire extinguishers are installed in appropriate locations;
- that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- that a robust and effective emergency plan is in place at each location to safely evacuate all persons. This emergency plan must take into account people with impairments or disabilities, including those with temporary impairments, which could affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- the emergency plan is available to occupants of the site and anyone visiting to inform them what to do in the event of fire, particularly safe evacuation;
- a competent responsible person (who may also be the premises coordinator) is nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
- if there is any doubt about the functionality of new or replacement fire extinguishers they will be replaced;
- staff are appropriately trained in fire safety procedures to reflect the requirements of the FRA;
- a copy of the current FRA for their premises is readily accessible, and that its provisions are complied with;
- The FRA is reviewed annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol etc;

- any fire safety inspections address fire safety arrangements;

The Competent Persons appointed for this role must:

- assist and support with the preparation and review (at least annually) of FRAs;
- ensure compliance with the outcomes of the FRA and that the necessary control measures are implemented;
- prepare and review the emergency plan;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff, pupils, visitors and, where appropriate, contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency of not less than six monthly intervals;
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- It is the building manager's responsibility to ensure that effective management arrangements are in place for those that need help to escape.
- Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- ensure that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained.
- the fire log book or equivalent is kept up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- ensure that the annual testing of portable electrical equipment (annual) and periodic testing (5 yearly) of the fixed electrical installations has been carried out;
- ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

Monitoring

The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan:

- a. Number of fires recorded annually / number of fire related incidents.
- b. Achieving set schedules and time frames (evacuation drills and building audits).
- c. Measuring the number of Fire Service call outs against cause.

- d. Number and nature of deficiencies, enforcement and prohibition notices from statutory authorities.
- e. Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.

Review

Annual audit of all fire systems by the Chief Officer to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan and corporate fire safety policy.

DRAFT

Freemen's School - Fire Management Plan

Section	Explanation
1. Address to which this FMP applies.	
	Ashtead Park, Park Lane, Ashtead, Surrey KT21 1ET
2. Location of current FRA (FRA) document	
a. External drive Micad	
b. Hard copy in Fire box in reception	
3. Premises Occupier	
a. Freeman's Staff and Pupils	
4. Function(s) of the Premises	
a. Independent School	
5. Occupancy (e.g. number and type of occupants)	
a. 18 Buildings (3 residential)	
b. 208 Staff	
c. 906 Pupils (64 boarders).	
6. Responsible Person Onsite (e.g. Premises Controller)	
a. Chief Officer – Headmaster	
b. Head of Operations	
c. Facilities Manager	
7. Delegated task, person responsible of taking corrective actions (Competent Person's).	
(Explanatory note - List the duties of nominated persons who support the premises fire arrangements).	
a. Chief Officer is responsible for ensuring all fire safety related protections of the buildings are in place.	
b. Bursar, Head of Operations, Facilities Manager, Dept Managers / Supervisors and Health & Safety Representatives have duties under the Regulatory Reform (Fire Safety) Order 2005.	
c. These senior persons have a responsibility to ensure the building passive and active fire safety precautions are to the correct standards and compliant.	
d. To maintain the structure or fabric of the building ensuring means of escape or egress are not compromised.	
e. Ensuring that all FRA's are conducted in line with RRFSA 2005	
f. To ensure that all active and passive fire safety protections are in place and management procedures of the premises are carried out according to the RRO and Col policies.	
g. Ensure equipment, fire alarms and emergency lighting are maintained, inspected and tested by the appointed contractor or competent person in accordance with any output specification of the project and that statutory obligations are met;	

- h. Ensure the buildings are only used for the purpose that they are designed for so that there is no increase in fire risk e.g. through overcrowding, re-arrangement of furniture, excessive or insecure storage of flammable or explosive materials or use of naked flames;
- i. Ensure the adoption of Col relevant policies, procedures and guidance to maintain consistency with approval of the Fire, Health and Safety Team to define safety standards and give practical advice.

8. Fire Warning Arrangements.

- a. Fire system maintenance is contracted to Skanska, the City of London's maintenance contractor. Skanska subcontractor fire maintenance to **MECE LTD** who maintain the fire detection and fire alarm system comprising of manual call points, heat and smoke detectors.
- b. The general alarm signal is clearly audible in each part of the building.
- c. The Fire Alarm is tested every **Wednesday, 0750-0810hrs.**
- d. Fire Alarm & Detection System is tested and maintained in accordance with BS 5839 Part 1. Service maintenance is carried out by Skanska.
- e. All records of testing and maintenance work (including Commissioning Certificate) are retained in the Fire Logbook located in **the Security Control Room behind Reception.**

9. Action in the event of Fire:

(Explanatory note: Ensure that this covers lone workers and that fire assembly points are clearly identified. New starter induction and training to explain how we evacuate the building)

If you discover a fire or one is reported to you the following actions must be carried out

- a. Activate the nearest fire emergency call point.
- b. If you hear a continuous fire alarm bell:



- Leave the building by the nearest available exit and make your way to the School Emergency Muster Point (Grass area in front (North side) of Main House, below the Italian Gardens.
- Here you should report to your individual Dept Safety Marshals and await further instructions.
- Close doors and windows if time permits.
- Stay calm and proceed in an orderly manner.
- Do give assistance to anyone in difficulty - provided it does not put you at risk.
- If you need help do not hesitate to ask for it.
- Do not stop to collect any personal items.
- Do not use lifts.
- Do call the fire brigade on 9 999 if it is safe to do so.

- Do not enter or re-enter any building until told to do so by the Headmaster, a member of SLT or a Safety Marshal.
- c. All staff should familiarise themselves with where emergency exits and fire alarm emergency call points are, in relation to where they work and in their routes around the School. There will be no time to consult lists once an emergency occurs.
- d. If pupils hear or sound the alarm, they should evacuate the building and inform the first member of staff that they see.
- e. It is the responsibility of everyone under health and safety to respond to any emergency event and act by notifying others.
- f. When calling 999 give as much detail as possible (your telephone number, full address and exact location of the fire event or other service required) e.g.
 - There is a fire on the 1st floor of Main House, it is in our kitchen.
 - We have two fire alarm zones operating.
 - I can / cannot confirm that all people have evacuated safely.
 - The rendezvous point is the front entrance of the building where a member of staff will meet you.
 - They will be able to identify all risks associated with the building and hazards that emergency personnel may encounter.
 - Freeman's School Address: Freeman's School, Park Lane, Ashted, Surrey, KT21 1ET.
- g. Do not let the operator terminate the call until this information is given, even if you must ring them back. Expect to be questioned in more detail, than when placing a normal call so they can make an operational decision, based on the information you supply.
- h. The Emergency fire alarm monitoring system is remotely monitored (Southern Monitoring) at all times. On the event of the fire alarm being activated the emergency services will automatically respond and come to site.
- i. Freeman's School uses a simple single all out evacuation policy at any hour of the day.

10. Emergency Escape Routes.

- a. The Emergency Escape Routes are clearly signed, using the following signage:



- b. All persons are to ensure they are familiar with their principle Emergency Escape Route and an alternative should it not be available.

11. Arrangements for fighting fire:

- a. Firefighting equipment as deemed suitable following the FRA, is located at various strategic points around the buildings on each floors. Where possible, the physical locations of the firefighting equipment have been kept consistent on each floor of the buildings. Rooms with higher fire loading have their own firefighting equipment (Plant and Server rooms). The location of firefighting equipment is clearly visible on each floor.
- b. All fire extinguishers are tested and maintained in accordance with BS 5306:3 2009 by contractor (Skanska) on an annual basis.
- c. Persons without specific training on the operation of the various firefighting apparatus deployed on site are not expected to fight a fire, but all persons should familiarise themselves with the location and basic operating principles of the equipment i.e. fire extinguishers.
- d. The safety marshals focus for all persons evacuating the building must be on preservation of life; fire extinguishers are primarily provided to protect life and established escape routes in the event of fire.

12. Procedures for coordinating evacuation and for Fire Brigade

(Explanatory note: Is there a key role responsible for coordinating the evacuation and how do they do this? Are they empowered to act to accommodate all known hazards or risks that are likely to impact on evacuation? What information are they responsible for sharing with the fire and rescue service when in attendance?)

General

- a. At all times the whole school is to be connected to an alarm receiving centre (BT RedCare), who on receiving the fire alarm signal from the school, will call the fire service. If after investigation they are not required the alarm receiving centre can recontact the fire service on 999 and stand them down.
- b. Fire drills will be held every term at Freeman's School.
- c. A night-time evacuation of Walbrook House will also occur every term, as a minimum.
- d. The fire alarm system will be tested between 0750hrs and 0810hrs every Wednesday (unless otherwise arranged and informed to all staff by Head of Operations / Facilities Manager).
- e. The alarm, when on test, will be sounded for up to 4 mins. If the alarm becomes continuous or it is activated at any other time (unless previously arranged by Head of Operations / Facilities Manager), then you must evacuate, following the procedures below.
- f. Written records of fire / evacuation drills will be recorded and maintained in the FLB which is kept by the Facilities Manager.
- g. The Bursar / Head of Operations / Head of Boarding are responsible for ensuring all fire evacuation procedures are in place.
- h. There is no PEEP identified in the FRA.
- i. There are refuge points in the following buildings:

- Boarding House
 - Music School
 - Swimming Pool
 - Main House
- j. Where appropriate, a PEEP must be developed in order to assist visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. It is the responsibility of the Department / event manager to ensure that effective management arrangements are in place for those that need help to escape.
- k. If a PEEP/GEPP is identified in the time of the evacuations, the responsible party will take forward any actions to put the appropriate plans in place.

Procedure for a manned site (in hours) and Fire Service briefing

- a. Upon the fire alarm sounding, a member of Facilities Team or Reception will check the fire alarm to find out which detector was activated and where.
- b. Each Department manager will control the fire evacuation at the front of their respective buildings and direct evacuating persons towards the assembly point.
- c. If safe to do so and time permits the Facilities Manager may direct the maintenance team (Fire Marshalls) to sweep the designated area where the location of the alarm has been identified.
- d. Safety Marshalls will report to the SLT representative to confirm complete successful evacuation of the buildings or otherwise.
- e. On arrival of the fire services the Facilities Manager / nominated representative will brief the Fire Brigade officer-in-charge:
- f. whether the buildings are known to be fully evacuated.
- g. whether persons remain in the building.
- h. which areas have not been checked.
- i. any dangerous substances stored in the building that are likely to become involved including substances known/logged as temporarily present.
- j. where the seat of the fire is thought to be located.
- k. the best route to get to trapped persons or the seat of the fire.

Procedure for an unmanned buildings or Out of Hours and Fire Service briefing

- a. If safe to do so and time permits the Safety Marshal may sweep their designated areas/floors and close all windows and doors.
- b. On arrival of the fire services the Safety Marshal will brief the Fire brigade officer-in-charge:

- whether the building is known to be fully evacuated;
 - whether persons remain in the building;
 - which areas have not been checked;
 - any dangerous substances stored in the building that are likely to become involved including substances known/logged as temporarily present;
 - where the seat of the fire is thought to be located;
 - and the best route to get to trapped persons or the seat of the fire.
- c. There are several **red fire safety boxes located around the site** which have all the relevant and available information and plans of the building; the fire services hold a key to these boxes.
- d. The Safety Marshal / Security will report the fire alarm activation to the Bursar and the Head of Operations by calling their respective work mobiles at the first available opportunity.
- e. OOH times are:
- 1800hrs – 0700hrs Monday to Friday
 - Weekends
 - Public Holidays
- f. Any person, who fails to observe the safety features, will be advised by the Safety Marshal to leave the area and make their way to the assemble point (offering directions). If they fail to respond they are to be advised of the importance of adhering to safety systems without exception and failure may result in disciplinary action being taken against them. Safety Marshal is then to leave making a note of the area the person is residing in and inform the Lead Safety Marshal on exiting the premises.

Music School during Productions

- a. Prior to any major evening performance involving the use of the Music School, the following actions should be undertaken:
- a.1. The Director of Music must unlock the sliding glass doors in the front foyer of the building to provide additional escape routes.
 - a.2. All performers on stage must be informed that their first escape route is the fire door (stage right facing the audience).
 - a.3. Those manning the lighting box should be informed that all house lights should be brought up in the event of the alarm sounding.
 - a.4. An adult (usually one of the Front of House team) is nominated to make the following announcement and to guide people to the emergency evacuation

point after the evacuation has begun. They should meet the Fire Brigade and assist them as required.

Fire Alarms at weekends, holidays and between 1700hrs and 0730hrs

- a. Any member of staff discovering a fire outside normal school times should call the Fire Brigade by dialling (9) 999.
- b. On hearing a continuous alarm within a building, you must evacuate, and all pupils and staff must report to the Emergency Evacuation Point as detailed below.
- c. Registers will be used if available. In addition, a full list of staff and pupils is held in the gatehouse.
- d. On a School day between 1600hrs - 1800hrs and between 0730hrs – 0830hrs, it is likely that many Day Pupils and staff will still be on site, but it will not be possible to take a full roll call. Evacuation must take place as usual and pupils or staff arriving at School must not enter a building where the alarm is sounding.
- e. During these times the first member of staff reaching the Emergency Evacuation Point should take charge of the situation and keep pupils calm and quiet until a member of the Senior Leadership Team arrives who will then take over from them. A member of the school support staff with access to the radio network (usually the catering duty manager or a maintenance staff) will also attend the evacuation area as soon as possible to notify them when it is safe to give the 'all clear' message.
- f. Pupils and staff must not re-enter buildings until dismissed by the nominated Lead Safety Marshal.
- g. At night time, between 6pm and 7.30am, Walbrook House boarders should collect footwear and warm clothing and assemble outside the boarding house for roll call by House Staff, keeping roadways clear for access by emergency services. At all other times boarders must follow the whole school evacuation procedure.

Emergency Evacuation during Public Examinations

- a. Should the fire alarm sound whilst an exam is in progress call the exams office (or a member of SLT) using the emergency (mobile) phone provided 01372 822495 and locate all attendance registers. The available exams office staff will come over to help if this is appropriate.
- b. If a fire alarm is activated elsewhere on site, the Maintenance Team will investigate

the Sports Hall alarm panel, and silence the alarm. The rest of school act normally and evacuate on alarm sounding.

- c. If a false alarm elsewhere on the site there is no need to evacuate.
- d. If a real fire is elsewhere but no threat to people in the Sports Centre, candidates are to carry on the exam. Everyone else in Sports Centre will evacuate to the Emergency Evacuation Point.
- e. If a real fire is elsewhere that is a threat to people in the Sports Centre, then evacuate the building immediately.
- f. The senior invigilator will have a list of all those in the exam hall (incl. invigilators) this will be given to someone to take across to the emergency evacuation point so that everyone can be accounted for on site.
- g. In the case of evacuation, the lead invigilator / examiner will:
 - g.1. Tell students to *stop writing immediately* (or in the case of an aural exam stop the tape and tell students to stop talking immediately).
 - g.2. Take a note of the time the students stopped writing/speaking.
 - g.3. Locate the attendance list/registers.
 - g.4. (If in the Sports Hall) send a member of the invigilation team to check if the changing rooms are clear by opening each room door and announcing as loudly as possible that “any occupants must leave the building immediately as the main hall door will now be locked”. They should then return to the main hall, locking the door behind, and exit through the sports hall fire exits ensuring all students have left the building. This will ensure the integrity of the exam papers is intact.
 - g.5. Tell students *they will be asked to leave the room in silence, by exam group and in the order that they are sitting and remain in this order throughout. All papers, equipment and personal belongings should be left in the Sports Hall. As exam conditions still apply they should leave and remain in complete silence.*
 - g.6. If possible, the lead invigilator should allocate a group of students (by exam) to invigilators to escort to the tennis court (some may need assistance). Each group should be kept separate from the rest of the school and from each exam group. *Everyone should be kept in strict silence.* Please be very vigilant and make

it clear that students should not confer.

- g.7. Each invigilator should check off the students against an attendance list and report to the lead invigilator/exam office staff who will then report to the Deputy Head (Academic).
- g.8. On return to the exam room, and when students are ready to resume, take a note of the start time and the lead invigilator will re-start the exam.
- g.9. Please fully complete the special instructions form once back in the Sports Hall.
- h. At no point should you put your own or others' lives at risk whilst carrying out these procedures.

Open Events

- a. To ensure there are no 'falsely activated fire alarms' within the Science Dept during key open events the following procedures must be observed and all Dept's are to take collective responsibility for ensuring they are in place prior to such an event:
 - a.1. Dates of open events outside the school day flagged at the earliest opportunity to Science HoDs.
 - a.2. The Science HoDs will, well in advance, put in a request for maintenance to isolate alarms in labs where experiments are conducted outside the normal working day.
 - a.3. Staff are briefed about being on fire-watch and how to raise the fire alarm manually (Facilities Manager and Head of Chemistry to liaise about this initially, and each Science Block HoD to provide training to his/her team).
 - a.4. Maintenance will confirm to Science Dept staff once the alarms have been isolated.
 - a.5. Experiments / cooking can commence.
 - a.6. Maintenance to confirm to Science Dept that alarms have been re-activated after the event.

Secondary Evacuation

- a. In extreme weather, a member of the Senior Leadership Team may order the evacuation of the School to the School Sports Hall.
- b. The Fire alarm panel is to be checked and the building swept prior to all persons entering. In this event, the Junior School will lead off first and make their way to the far end of the Sports

Hall. Pupils and staff will assemble following the same pattern as on the field. Pupils should face the balcony.

Fire Brigade

- a. The master fire panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is in the front entrance of Philp House at Reception.
- b. Fire crews attending will not be familiar with the local geography of the School site or type of premises, which in some case will be beyond training they will have received.
- c. Access to the Gerda Emergency Plans Boxes are to be via the Gatehouse. The keys are in the Gatehouse keypress or provided by the Facilities Manager.

13. Nominated Safety Marshals and their responsibilities

Lead Safety Marshal - Bursar / Head of Operations

The Lead Safety Marshal has responsibility for maintaining and ensuring the local implementation of the School fire procedures. Key responsibilities are as follows:

- a. Act as the Lead Safety Marshal for all emergencies.
- b. Ensure Safety Marshals carry out their roles and are trained to deputise for Lead and Assistant Safety Marshals as necessary.
- c. Providing at least one trained Fire Marshal in every building. All Fire Marshals are trained to provide "safety assistance" in the event of a fire.
- d. Safety Marshals to receive regular refresher training, as required, through the City of London.
- e. Arrange yearly briefing for safety marshals and to carryout debriefs after an incident.
- f. To be the point of contact for HR to ensure persons joining departments are trained and for liaison of department/persons, who may need assistance in an incident / fire (PEEP).
- g. Assume control in the event of the fire alarm signal being activated.
- h. Ensure the Fire Service / Police have been called (automatic through Southern Monitoring)
- i. If possible, check the alarm panel to identify which zone has been activated.
- j. Proceed to the Evacuation Point (away from general staff and managers).
- k. Cross check information from Assistant Lead Safety Marshals of Personal Emergency Evacuation Plans (PEEP) and list of buildings confirmed clear.
- l. Receive reports from Assistant Lead Safety Marshals concerning staff / pupils accounted for or missing.

- m. Consider welfare of staff and ensure one first aid kit with oxygen is available at the main Evacuation Assembly Point (provided through the medical centre).
- n. Brief Headmaster of the incident.
- o. When all clear is received from the Fire Service, brief key Managers for a return to duties. Always consider a possible 3 stage phased entry:
 - Key staff to open up / reinstate.
 - Key Managers to re-enter, open their departments and brief staff/pupils following in.
 - Then followed by visitors and members of the public.

Assistant Lead Safety Marshal 1 - Deputy Head

The Deputy Head1 has responsibility for maintaining and ensuring the local implementation of the School fire procedures. Key responsibilities are as follows:

- a. Act as Assistant Lead Safety Marshal 1 for all staff on site.
- b. Inform Lead Safety Marshal (Bursar) of those staff who are accounted for and any who are not.
- c. To be the point of contact for all staff in an emergency and filter information to the lead Safety Marshal.
- d. In the event of a fire or the fire alarm sounding the Assistant Lead Safety Marshal 1 is to immediately make their way to the agreed Emergency Evacuation Point to receive reports from the respective Safety Marshals and report the staff roll call to the Lead Safety Marshal (Bursar).
- e. Be aware of staff welfare, do not keep staff/pupils out in inclement or excessive hot weather any longer than is necessary (consider moving assembly point and notify Lead Safety Marshal).

Assistant Lead Safety Marshal 2 - Deputy Head (Academic)

The **Deputy Head (Academic)** has responsibility for maintaining and ensuring the local implementation of the School fire procedures. Key responsibilities are as follows;

- a. Act as Assistant Lead Safety Marshal 2 for all pupils on site.
- b. Inform Lead Safety Marshal (Bursar) of those pupils who are accounted for and any who are not.
- c. To be the point of contact for all pupils in an emergency and filter information to the Lead Safety Marshal (Bursar).
- d. In the event of a fire or the fire alarm sounding the Assistant Lead Safety Marshal 2 is to immediately make their way to the agreed Emergency Evacuation Point to receive reports from the respective Safety Marshals and report the pupils roll call to the Lead Safety Marshal

(Bursar).

- e. Be aware of pupil welfare, do not keep pupils out in inclement or excessive hot weather any longer than is necessary (consider moving assembly point and notify Lead Safety Marshal).

Emergency Response Coordinator - Head of Operations

Key responsibilities are as follows:

- a. The Head of Operations (through the Facilities Manager) must ensure that all new staff are provided with induction training to explain the fire precautions relating to their work and workplace and are shown the correct escape procedure and assembly points.
- b. The Head of Operations is required to consider what workplace adaptations are suitable if a member of staff requires alterations to the workplace in order to react to the fire alarm or evacuate to a place of safety. Where possible, notification by HR must be made before the employee starts their employment.
- c. The Head of Operations, via the Facility Manager, should complete a Personal Emergency Evacuation Plan (PEEP) for every disabled employee¹.
- d. The Head of Operations (via the Facilities Manager) will manage any hot work activity (see 15.1 above), compressed cylinders use/storage or flammable/oxidising chemicals storage they wish to organise. Suitable notification should be given in good time and the activity should not commence until the Facility Manager has provided written agreement.
- e. The Head of Operations is to periodically check that staff are not significantly increasing the fire risk through their work activities (i.e. overloading electrical circuits, storing card/paper or other combustibles adjacent or on top of heat sources or blocking fire escape routes etc.)
- f. The Head of Operations (via the Facilities Manager) is to ensure that suitable and sufficient fire risk assessments of any activities involving the burning or heating of materials or substances have been completed and their associated control measures implemented.
- g. Act as Emergency Response Coordinator or Lead Safety Marshal (see above)
- h. Lead on managing the incident with assistance from the Facilities Manager and the Maintenance Team (ERT).
- i. To filter information on the incident to the Lead Safety Marshal (Bursar) or the Headmaster.

¹ In the majority of cases it will be possible for building occupants to be aware of an alarm and make their way unaided to a place of final safety, for some however it may not be that straight forward, and some form of additional assistance may be required. If you think you may have any difficulties in hearing the alarm or evacuating a building unaided in the event of an emergency due to a mobility or sensory impairment, a temporary injury (e.g. you may be on crutches) or have difficulty coping in crowds, you will require a PEEP.

Heads of Departments (Safety Marshals)

- a. Each trained staff member is to check that their designated area is clear of all people and closing all doors and windows as is safe to do so.
- b. Follow Assistant / Lead Safety Marshals instructions.
- c. Deputise for the Lead & Assistant Safety Marshals in their absence.
- d. Promote general fire safety awareness in the department.
- e. Build relationship with PEEP's* (this is always to remain confidential)
- f. Ensure fire doors are not wedged or propped open and general housekeeping is always observed.
- g. Report any defective fire safety, general safety equipment via ServiceDesk. If not resolved in the allocated time (safety features normally 24 hours, escalate to the Lead Safety Marshal if unresolved in a timely manner).
- h. Encourage staff to keep their office tidy and free from obstructions and build-up of wastepaper & rubbish.
- i. Report planned shortages of Safety Marshals, due to sicknesses/annual leave when deputies are not available.
- j. Clear the department that they are responsible for, checking all rooms including toilets, locker & shower rooms regardless of sex. After shouting appropriate warning prior to entry.
- k. Close doors and windows if time permits.
- l. Direct person to the nearest fire exit.
- m. Keep people calm as they evacuate.
- n. Do not allow re-entry for any reason.
- o. Direct evacuees to the Emergency Evacuation Point.
- p. Report to the respective Asst Lead Safety Marshal if they believe someone is unaccounted for/ trapped in a building.
- q. In the absence of a "buddy system" assisting disabled people to Safe Area/Refuge.
- r. Inform Assistant Lead Fire Marshal of those who are accounted for and any who are not.
- s. When at the assembly point, standby to assist Assistant Lead Fire Marshals.

Facilities Manager

- a. The Facilities Manager is to deploy immediately to the fire alarm panel in Philp House / Reception and coordinate the Emergency Response Team (ERT) provided by the maintenance team.
- b. The Facilities Manager is to be the liaison person with the emergency services and

coordinate any request they may have as they arrive on site (directing to, unlocking buildings).

- c. The Facilities Manager is to verbally update the Head of Operations on the situation as it develops and wait for further instructions.
- d. Only when verbally instructed to do so by the Head of Operations or person in charge (SLT Staff member) instruct the ERT to silence the fire alarm and try resetting the system.
- e. On completion of the incident, record the necessary details in the Fire Alarm record book.

Maintenance Team

- a. The Maintenance team will act as the Emergency Response Team (ERT).
- b. Under direction from the Facilities Manager they will deploy no less than 2 people, with handheld radios, to respond to the fire alarm in whichever building the fire alarm has been activated in.
- c. At all times, when it is safe to do so, provide verbal situation updates back to the Facilities Manager / Head of Operations or person in charge (SLT Staff member) via hand held radios.
- d. First to arrive at the fire alarm panel will take control and identify the area of activation from the panel and by using the building fire alarm zone map, whilst also obtaining as much information as possible from people leaving.
- e. View outside for possible smoke ingress into the building.
- f. They will then move carefully together to the area where the alarm has been activated. One is to investigate and the other to stay back observing the person carrying out the investigation from a safe distance, whilst reporting back to the Facilities Manager / Head of Operations or person in charge (SLT Staff member)
- g. If a fire is identified, then leave the building immediately and be prepared to provide information to the emergency services.
- h. If no fire is apparent, then examine the floors above or below and conduct a room by room search.
- i. Only when verbally instructed to do so by the Facilities Manager / Head of Operations or person in charge (SLT Staff member), silence the fire alarm and try resetting the system, following the instruction book supplied by the manufacturer.
- j. If the reset is taken by the alarm panel i.e. the system resets, await 5 minutes prior to allowing staff and pupils to re-enter the building.
- k. If it reactivates, a further investigation of the appropriate area is to be conducted again as

per para. 17 -23 above.

- i. If it has been confirmed as a false alarm, the FM is to request, through Skanska (using the service desk action of priority code 'P1), the attendance of the fire alarm engineering company to attend and investigate the cause and repair the fault.

Reception

- a. Reception is manned by Sodexo reception staff between 0730hrs and 1700hrs during weekdays in term-time and between 0730hrs and 1700hrs during half terms and holidays apart from the Christmas closedown.
- b. Outside of the times there is a security officer located in Reception (precise timings will need to be confirmed through Head of Operations / Facilities Manager).
- c. The duty receptionist is to record all activities relating to the incident in the daily log book.
- d. The duty receptionist (Sodexo) is to look at the main fire panel located on the wall in Reception and identify where the fire alarm has been activated from. They are then to inform the Head of Operations / Facilities Manager and Maintenance team, via radio, of the location of the fire alarm activation and any further information they may have relating to the situation.
- e. The duty receptionist is to answer the alarm monitoring company's call (should be received within 60 secs) and provide the necessary information according to the situation.
- f. If the alarm monitoring company does not call in 60 secs call 999 and request the fire service.
- g. If the fire has occurred in the Reception or Philp House, leave the building ASAP and take your radio with you.
- h. If the alarm has been set off in another building, and it is safe to stay;
- i. The duty receptionist stays in the Reception and mans the telephone, radio and security barrier (which should always be closed except for emergency services access).
- j. A second Sodexo reception Staff member (in a Hi-Viz jacket) goes to the main gate, closes it and informs visitors that there is an incident, there is no access granted and they will have to come back in 30 mins or to call Reception on 01372 822414.
- k. The entrance is always to be manned during an incident to ensure free access is available for emergency services but no other vehicle or personnel access or exit is granted.
- l. The remainder of the Reception Sodexo staff are to leave the building and go to the Emergency Evacuation Point and report to the Sodexo General Manager.
- m. Reception will be responsible for contractors' induction on the site and the booking in & out of contracting staff who work freely in the premises. Contractors, as part of their induction, will report to the Emergency Evacuation Point.

- n. The attendance book is to be taken to the Emergency Point, where it will be crossed checked with contractor's present.
- o. If it has been confirmed a false alarm (to be issued verbally only by the Bursar, Head of Operations of Facilities Manager) then the fire brigade DOES NOT need to come to site. Tell this information to the monitoring company or call 9 999.
- p. Unless there are examinations in progress (check calendar) the whole school should be evacuated once the alarm is sounded. This is to ensure that secondary fires (rare but possible) are covered. In the event of examinations being in progress the areas affected by fire will be zoned and evacuation tailored accordingly (see section below).

Staff and Pupils

- a. Staff are under a general duty to take reasonable care of their own safety, and the safety of people around them, the areas they work in and are responsible for their classroom and work environment i.e. whole school.
- b. They must:
 - a. Raise the alarm if they discover a fire;
 - b. Leave the building immediately on hearing the fire alarm (even if they think it is a fire drill), follow any instructions that are given and make their way as quickly as possible to the designated Emergency Evacuation Point;
 - c. Report dangerous situations or fire risks to their line manager or Facilities Manager;
 - c. Staff are, so far as reasonably practicable, responsible for ensuring that their guests are escorted safely to the Emergency Evacuation Point.
 - d. All staff and pupils should evacuate buildings immediately, not collecting any belonging, without the use of lifts, and move silently and in an orderly manner to the School Emergency Evacuation Point.
 - e. Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the Emergency Evacuation Point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the respective Assistant Lead Safety Marshal. It is the responsibility of the Bursar to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
 - f. Pupils and staff evacuating buildings must keep all roadways clear for emergency vehicles entering the grounds. The exception to this is if there is a hazard that means that it would be safer to walk on the road.

- g. Pupils should line up by form in silence.
- h. Notices beside Fire Call Points will be displayed in each building of the School premises detailing the action to take in the event of a fire and highlight the Emergency Evacuation Point to evacuate to in an emergency.
- i. There are adequate means of escape for all occupants of the school premises. These means of escape are clearly signed with pictograms. The means of escape will be regularly inspected by the Maintenance Team to ensure they are kept clear of obstructions and tripping hazards.

FREEMEN'S EMERGENCY EVACUATION – ROLL CALL PROCEDURE

- a. Please examine Diagram 1 below showing the chain of command during an emergency

*Full-time teaching staff must sign out if they leave the site during the School Day.
Part-time staff also need to indicate to a colleague or Head of Department when they are leaving the site.*

evacuation.

- b. All personnel should remain in position until dismissed by the Headmaster or a member of the Senior Leadership Team.
- c. Mustered Secretaries should bring out Register Cards, Fire Drill clipboards and signing out books. Once you have handed out your register cards, please report to the HR Manager and then join the appropriate member of the SLT to give assistance.
 - c.1. Senior School Receptionist – SKB and RPD
 - c.2. Deputy Head's Secretary – SMB
 - c.3. Deputy Head (Academic) Secretary – APM
 - c.4. Junior School Secretaries – MWR
- d. Junior and Upper School Form Tutors. If you are the first member of staff from your year group to arrive at the Emergency Evacuation Point, you should collect the Register Cards for your year from the Senior School Receptionist or Junior School Receptionist and then distribute them to your year group as your colleagues appear.
- e. Sixth Form Tutors. You should collect the Form List from the Senior School Receptionist, mark it and hand it to the Head of Section. Signing out sheets need to be consulted and missing pupils identified, and appropriate action taken. All Tutors undertake a roll call of their respective forms. Pupils should respond to the roll call by answering 'Here' and lifting their hand. Mark present pupils on your Register Card then return your card to your Head of Section. Thereafter, they should return to stand with their form.
- f. Staff without Forms, including part-time teaching staff. You should report to the Deputy Head.

It will be assumed that part time staff are on site if it is during their usual working pattern, unless otherwise notified. If you have covered a Form for an absent colleague, you must register them before reporting to the Deputy Head.

- g. Heads of Section. Collect your clipboard with Form checklist and the absence list from the Deputy Head (Academic) Secretary. Receive all the Registers and Form Lists from your section and check off any unaccounted pupils on the Cards against the absence list. Tick each Form's Register Card off as received and note down the name of any pupil who is still unaccounted for on the checklist. When all Registers and Form Lists have been received, pass on the checklist to the Deputy Head (Academic) to indicate that all pupils are accounted for except where listed.
- g.1. Heads of Section and Deputy Heads need to be in line of sight of each other. After communicating necessary information, please do not cluster around them for any longer than is necessary.
- g.2. Heads of Section should check any absentees against signing out books and then report pupil attendance to the Deputy Head (Academic) and staff absence to the Deputy Head.
- h. Non-teaching Staff (except Maintenance and Gatehouse staff). Report to the HR Manager, then move away and quietly wait at the South West corner, below the Italian Gardens.
- i. Maintenance and Gatehouse staff. You should report to the Gatehouse, unless tasked by the Facilities Manager to act as the ERT and investigate the building where the alarm has been activated. Your attendance will be communicated to the FM / Sodexo General Manager by radio.
- j. Peripatetic Music staff. You should report to the Director of Music, then move away and wait at the South West corner, below the Italian Gardens.
- k. Sodexo Cleaning and Catering staff. You should report to the Sodexo General Manager, then move away and wait at the South West corner, below the Italian Gardens.
- l. Unaccounted Staff. Names of unaccounted teaching and non-teaching staff should be forwarded to the Assistant Lead Safety Marshal 1 (Deputy Head).
- m. Unaccounted Pupils. Names of unaccounted pupils should be forwarded to the Assistant Lead Safety Marshal 2 (Deputy Head (Academic)).

14. People who are especially at risk

Explanatory note:

- The fire action plan should detail or advise where the relevant evacuation procedures that are to be adopted for persons with impairments can be found e.g. PEEP's & GEEP's.
- The Fire Plan should also detail any special arrangements for young children or elderly persons who may not be able to mobilise quickly.

- a. The FRA has determined that no permanent staff or pupils are considered to be especially at risk from fire, provided that all relevant fire safety arrangements, as described in this Plan and the FRA(s) for the buildings, are fully implemented and maintained. All pupils will be in the care of Staff.
- b. Visitors/ new starters with disabilities should make themselves known to their respective Department Head where they should receive information on the Standard PEEPs available, and guidance on what to do in an evacuation. Sufficient relevant information and advice is communicated to pupils directly via the Staff.
- c. Where appropriate, a PEEP must be developed in order to assist visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. It is the HR Manager's / Head of Operations responsibility to ensure that effective management arrangements are in place for those that need help to escape.
- d. Staff should be assisted to the nearest 'Refuge Point'. An adult should remain with them and their location made known to the Deputy Headmaster. For staff and pupils there will be a PEEP in place.
- e. Visitors will be catered for appropriately by the person they are visiting and are responsible for them whilst on the premises.
- f. There are refuge points in the following buildings;
 - Boarding House
 - Music School
 - Swimming Pool
 - Main House
- g. Frequent users of the building are consulted, and their needs discussed and assessed with appropriate members of staff.

15. Arrangements for the evacuation of site visitors, contractors and other 3rd parties.

Explanatory note:

- Arrangements for fire safety when the building or part of the building is hired or given over to contractors. e.g., responsibility for facilities etc.

- a. Temporary occupiers of the buildings MUST carry out their own specific FRA for the spaces they occupy and must share the document with the Head of Operations / Facilities Manager
- b. Appropriate information on fire evacuation procedures will be displayed in Reception.
- c. Additionally, Fire Action Notices are prominently displayed throughout the building at key common parts locations.
- d. Visitors MUST BE accompanied by a member of staff (unless authorised (DBS Enhanced)) and receive a brief explanation regarding the fire safety evacuation procedures.

- e. Some areas of the buildings may have building works. All contractors must submit RAMS and insurance certificates and obtain authorisation a minimum of 72 hours prior to commencement of works.
- f. No works should commence without prior written authorisation from Head of Operations / Facilities Manager.
- g. The Facilities Manager and contractors will liaise, ensuring all works are agreed, control measures are in place and site inductions are carried out.
- h. The specific contractor evacuation procedures (as provided by the contractor) are reviewed by the Facilities Manager. Contractors must evacuate the premises the same as everyone else in the building.
- i. All 3rd parties are required to evacuate the building once the fire alarm is sound.

16. Shutdown / isolation of critical machinery, appliances or processes

Explanatory note:

- Fire Plans should include details of isolation procedures for processes e.g. switching off gas supplies in kitchens when fire alarm sounds
- a. Heads of Departments, Technicians, Maintenance staff and security on site are aware of these procedures within their respective areas of responsibility and the site induction.
 - b. The RAMS provided by Contractors/ Project Managers should identify the need for a temporary local isolation of the fire alarm, (e.g. one or two detectors in the vicinity of work that will raise dust), and suitable steps should be taken to prevent activation.
 - c. Methods of local alarm isolation may include:
 - isolation includes reprogramming the alarm system to isolate individual detector heads.
 - "bagging-off" (covering/capping) individual detector heads.
 - changing the detectors from smoke to heat (and associated system reprogramming).
 - temporary removal of individual detector heads (and associated system reprogramming).
 - d. Any isolation of the building fire alarm and detection system must be mentioned in the RAMS and agreed by the Head of Operations / Facilities Manager.
 - e. Other items to isolate might include:
 - main gas supply or gas appliance.
 - local electrical supply.
 - f. Additional risk areas to consider are detailed below in 'Specific arrangements for high risk areas'.
 - g. There are no powered down systems for Freeman's School and no life safety generators.

17. Specific arrangements for high risk areas in the event of a fire occurring in buildings.

Explanatory Note:

- a. Any specialist action regarding equipment, processes, substances, etc. (The safety aspects of many materials are subject to the requirements of the Dangerous Substances and Explosive Atmospheres Regulations).

High risk areas that require additional protection in requirements include the following:

- Plant / boiler rooms;
- Electrical Intake / Gas intake rooms
- Meter rooms
- Chemical storage (Science Dept, Junior School and Swimming Pool)
- Medical Centre
- Server rooms
- Cleaner cupboards,
- Flammable liquids or gas storage areas (Science, Junior, Maintenance, Grounds)
- Areas with combustible materials – e.g. stationery, waste collection areas,
- Bin store areas
- Generator and oil storage (Maintenance and Grounds)
- Paint and decorator materials storage (Maintenance)

18. Contingency plans in the event of unavailability of any life safety systems.

a. Fire alarms not working:

- Specific local arrangements will be made depending on the location, occupancy, and business risk to life and the building. These measures may include (but are not limited to):
 - fire watch
 - additional patrols
 - Provision of bell, megaphone or whistles to Safety Marshall
 - Provision of walkie-talkies/pagers to Safety Marshal/Tenants
 - Emergency contact group e.g. WhatsApp

b. In the unlikely event of a non-activation where the fire alarm is found not to be working Safety Marshals are trained to shout “FIRE, FIRE! EVACUATE NOW!” in the event that a fire is identified. They will also as soon as is practicable inform the competent person and other safety marshals who will also raise the alarm in this way.

c. Emergency lighting not working:

- Safety Marshals will have access to emergency torches to guide personnel to the exits.

d. Other systems out of order:

- Example fire detectors, fire doors, sprinklers etc. Fire marshals / security will take no risks and will inform the emergency services immediately if any such defects are noticed.

e. Valuables still in the building:

- People with personal belongings still in the building will be required to wait until the emergency services allow re-entry.

f. Inclement weather:

- During inclement weather at the assembly point, a decision will be made by the Senior Person present to relocate to a building that is unaffected (Sports Hall / Dining Hall). This is at the discretion of the competent person and may happen only with their permission.

g. In the event that a building cannot be re-entered, staff and pupils of the building will be moved to another building on site. Thereafter the Business Continuity Plan, in cooperation with the City of London Corporation, would be enacted.

19. Fire Safety Induction procedure.

- Occupiers/Tenants are responsible for providing a brief induction of evacuation procedures to new starters and visitors.
- In house Col staff must complete the mandatory e-learning induction training and staff also undergo a department induction which involves fire safety evacuation procedures.

20. Fire Training Programme (all staff).

Explanatory note:

- Measures for and frequency of testing the plan, for example, frequency of fire evacuation drills and checks of the alarm system.

- The following guidelines / instructions are listed to provide the necessary training requirements in the event of a fire or an emergency.
- Staff are to be advised of the following:
 - Fire action arrangements
 - Location of fire exits
 - Location of firefighting equipment
 - Name of "local" Safety Marshal
 - Location of fire risk assessment/s and fire management plan
 - 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 and the method of escorting members of the public to a place of safety
 - The locations of refuge areas (if any are provided).
 - Pupils will be informed of exits and escape routes.
- All employees must also complete the Corporation's on-line fire safety training and repeat the training at least every 4 years.
- All employees are to participate in Fire Drill/Evacuations. Fire Drills will be organised by the Deputy Head and be undertaken across a selection of times in line with the shift patterns of the

School.

- e. Safety Marshals must attend fire warden/ marshal training every 3 years which includes use of fire extinguishers. In addition, Safety Marshals are to attend local fire safety site briefings which will advise them on their specific fire management plan duties.

Visitors and contractors

- a. On arrival at the School they will receive a briefing to ensure that they are aware of the policy procedures and assembly point in the event of an evacuation.
- b. For events with large numbers of attendees, such as Prize Day, Sports Days, Open Days and Concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

New Employees

- a. All new employees must be informed of the fire safety provisions that are relevant to their workplace. Their line manager is responsible for ensuring on the employees first day they are made aware of these provisions and it is recorded on their induction document.

Buddies and Evacuation Chair "Carriers".

- a. Staff who have volunteered to support disabled persons are to participate in any relevant evacuation training organised for the site. The Facilities Manager will arrange training based on employee PEEPs and visitor Guest Emergency Evacuation Plans (GEEPs).
- b. Fire Safety Awareness: CoL new starters and existing staff must complete the e-learning system and assessment at least every three years.
- c. Fire evacuation exercises will be carried out termly, including the Boarding house. The purpose of these exercises is to educate Staff and pupils of the correct manner in which to evacuate the buildings in the event of an emergency situation, and to meet legal obligations.
- d. A log of all fire drills and evacuation notes and time can be found in the fire logbook.

21. Fire Evacuation Team Members and training programmes;

- **Safety Marshal**
- **Fire extinguisher**
- **Self-Rescue**
- **Fire Doors and Premises Controller check list guidance.**

- a. The following Staff are required to be trained to a Safety Marshal competency to assist with the evacuations of the building.
 - Head of Operations
 - Assistant Safety Marshal (Col)

- Individual Safety Marshal (each tenant)
- b. Each Marshal must be trained to undertake duties as per the CoL policy & FRA, and in accordance with legal guidelines and statutory requirements.
 - c. Training records are held via the CoL Training Dept.
 - d. The HR Dept will keep CoL apprised of safety managers relevant training, policies and procedures specific to their business.
 - e. This information will be managed and updated by CoL Building Management.
 - f. The following is a schedule of regular Fire Safety checks carried out by CoL Building Management:
 - Daily: Common parts
 - Weekly: fire alarm,
 - Termly: fire doors
 - Annually: Emergency lights (maintenance)

22. Fire safety arrangements – Drawings & Plans.

Explanatory note:

- Attach as an appendix or state where these may already be found e.g. Fire Logbook
- a. Locations of the following fire safety features are indicated on drawings and plans held by CoL Building Management Team and can also be found in the red fire box at reception desk:
 - essential structural features – floor plans layout, escape routes, doorways, walls, partitions, corridors, stairways.
 - means for fighting fire (fire extinguishers, risers etc.).
 - manually operated fire alarm call points and all other features of the fire alarm system.
 - Electrical supply intakes.
 - Gas supply intake where applicable,
 - All shut off/isolation valves
 - Main water shut-off valve
 - Plant areas, lift motor rooms, etc.(see appendix A)

23. Fire Safety Records.

- a. All Fire Safety Records are held on Micad and the Freeman's SharePoint drive (Bursary_Fire).
- b. All active fire safety records are checked by the FM to ensure they are up to date.
- c. Fire logbook onsite can be obtained at the front reception desk or Gerda red fire boxes.
- d. The logbook contains the following:
 - Certification of installed fire alarm system verifying conformance with BS 9999.
 - Certification of the installed fire detection and alarm system conforming with the requirements of BS 5839 Part 6.

- Records of maintenance and testing in conformance with Section 8 of the Corporate Fire Policy.
- Copy of latest FRA (FRA), including actions log.
- Copy of the latest Emergency Plan
- Copy of the latest Fire Management Plan/Strategy (this document)
- Copy of all PEEPs (Personal Emergency Evacuation Plans) for each individual identified in the FRA
- Floor plans detailing the location of call points, refuge points, firefighting equipment including hoses, extinguishers, and dry risers etc.
- Local inspections, tests and checks.

24. Means of Escape.

- Please refer to AppendixA & B..... of this document for copies of floor plans and drawings for each area, detailing the escape routes.
- Unless specifically approved by the FRA, all Means of Escape are to be kept free from:
 - All potential sources of ignition
 - all combustible materials
 - any obstructions and/or trip hazards
- Fire Doors are to be left in the closed position at all times, unless covered by a fire alarm linked restraining device such as a maglock/dorguard.

25. Escape / Emergency Lighting.

- The emergency lighting system is not marked on the plans and drawings.
- All testing and maintenance is conducted and recorded in accordance BS EN 50172/BS5266-8 and illumination to be provided for a continuous 3-hour period, in line with BS EN 1838 1999 (BS5266: Part 7) Section 4 also following Regulatory Reform (Fire Safety) Order 2005.
- Flick and full duration testing are arranged by arranged the Skanska and the Complex Manager.

26. Fire Safety Records and Inspections, Audits, & Risk Assessments.

- To demonstrate that checks and tests have been carried out, the Facilities Manager must have access to records. These records may be available electronically through the City of London contractor, Skanska, or held locally on site in the Fire Log Book, held by the Facilities Manager.
- The Fire Safety Log Book is intended to be the on-site record of fire safety provisions within the School. If not held separately by Skanska the Logbook should include the following records:
 - Certification of installed fire alarm system verifying conformance with BS 9999;

- Certification of the installed fire detection and alarm system conforming with the requirements of BS 5839 Part 1;
 - Records of maintenance and testing in accordance with Appendix F.
 - Copy of latest FRA, including actions log;
 - Copy of the latest Fire Alarm and Emergency Evacuation Procedure;
 - Copy of all PEEPs for everyone identified in the Fire Risk Assessment. If confidentiality is of concern it is permissible to store PEEPs in a secure location provided reference is made in the logbook as to where these documents may be found.
 - Copy of all GEEPs (Guest Emergency Evacuation Plans);
 - Floor plans detailing the location of call points, refuge points, fire fighting equipment including hoses, extinguishers, dry risers.
- c. Fire Safety Inspections are to be conducted by City of London representatives at regular intervals to ensure the buildings are fully compliant with all legislation and requirements laid down by internal processes of HSG65.
- d. The fire safety arrangements will be based on this Fire Safety Management Plan tasked with conducting planned inspections of equipment and services in their respective areas of control.
- e. The main strands of the plan involve: -
- f. Effective planning, organisation, control, monitoring and review of protective and preventative measures.
- g. FRAs and building audits.
- h. Fire safety systems and maintenance.
- i. Safety Marshal and staff training.
- j. Fire evacuation drills.
- k. Building design, alterations and commissioning.
- l. A full FRA Review will be conducted in accordance with Corporate fire guidance or in the event of any significant occurrence, such as a public event, or a significant change in the following:
- m. primary function of the building.
- n. decrease / increase in occupancy levels.
- o. 3rd party tenancy of any part of the building.
- p. alteration or refurbishment works to the building.
- q. the temporary or long-term unavailability of a “Life Safety System” in whatever circumstance.
- r. where it is perceived that a neighbouring property/site has increased the risk to the premise.
- s. Current Safety Management System of the building records held are as follows:
- t. Corporate Health and Safety Policy.

- u. Corporate Fire Safety Policy.
- v. Fire Management Plan to be reviewed every two years or unless a significant change occurs.
- w. Fire Risk Assessment (FRA) type 3. Every 5 years unless a significant change occurs etc.
- x. Annual mandating of FRA and ensure all actions are completed.
- y. Corporate Fire Safety Compliance Audits: completed every three years.
- z. Departmental Facility Inspection Audit: reviewed and carried out annually.

27. Facility Management Contact details

- a. Facility Management, Testing and Maintenance Regime of the building.
- b. Freeman's School active fire safety operations are carried out by our main contractor Skanska and other subcontractors.
- c. Please contact:
 - Assistant Property Facility Manager (PFM)- 020 7332 1782
 - Freeman's Head of Operations – 01372 822402
 - Freeman's Facilities Manager- 01372 822497
- d. The passive fire safety is dealt with by the PFM, other fire safety aspects are managed by City Surveyors who handle defects or project development.
- e. Testing of building passive and active fire evacuation systems are to be conducted by Skanska or other sub-contractors at agreed appropriate times during normal hours and in line with current British or European test standards.

28. All Staff

- a. All occupants of the building will:
 - Ensure that rooms are only used for the purpose that they are designed for so that there is no increase in fire risk e.g. through overcrowding, re-arrangement of furniture, excessive or insecure storage of flammable or explosive materials or use of naked flames;
 - Make themselves aware of the fire safety plan for the building(s) in which they work and cooperate with First Aiders, Safety Marshals, Building Managers and Security staff to ensure the effectiveness of the fire evacuation procedures;
 - Make themselves aware of the location of fire alarm activation call points, escape routes and final exits;
 - Bring to the attention of the Facilities Manager any defects or deficiencies in fire safety arrangements including failure of any detection or warning device, fire door or final exit door or obstructed escape route;
 - Immediately activate the nearest manual call point and inform other staff/reception if they discover a fire;

- Not attempt to extinguish a fire unless trained to do so or if they or others would be at personal risk;
- instruct and assist staff and other visitors so that they leave the building safely and promptly;
- ensure that visitors and other personnel staff/contractors hired or work under the Col are instructed in the fire evacuation procedures.

29. All Contractors

- a. The main contractor Skanska has been provided with inductions on the site. Sub-contractors are given an induction by Skanska upon arrival and must sign an agreement that they understand the procedures for the premises (See Freeman's Contractor policy).
- b. All contractors will:
 - Make themselves aware of the fire safety plans for the building(s) in which they are working.
 - Cooperate with Staff and Safety Marshals to ensure the effectiveness of the fire evacuation procedures;
 - Sign in and out of the School at the main Reception or as dictated by their site procedure and have received an induction from the relevant person.
 - Ensure the appropriate documentation has been provided to (RAMS, Insurance, Hot Works Permit, OOH request form etc.) and approved by CoL Property Facilities Manager / City Surveyors.
 - Ensure that corridors, stairways, lobbies and exits remain clear of any obstruction (including flammable items) at all times whilst carrying out their works.
 - That any unsafe practices or breaches of fire safety procedures are reported immediately to Freeman's Facilities Manager and the CoL Property Facilities Manager.

Appendix A – PLANS AND DRAWINGS

This section of the fire management plan should outline key fire roles at the premises and who will undertake them. All premises will have a member of staff who acts as the “responsible person” and “Fire, Health & Safety Adviser” but some will also have “Safety Marshals that may also have specific duties when the fire alarm is activated and if tenant decides to leave their flats.

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Appendix B - FIRE ALARM – TESTING AND MAINTENANCE

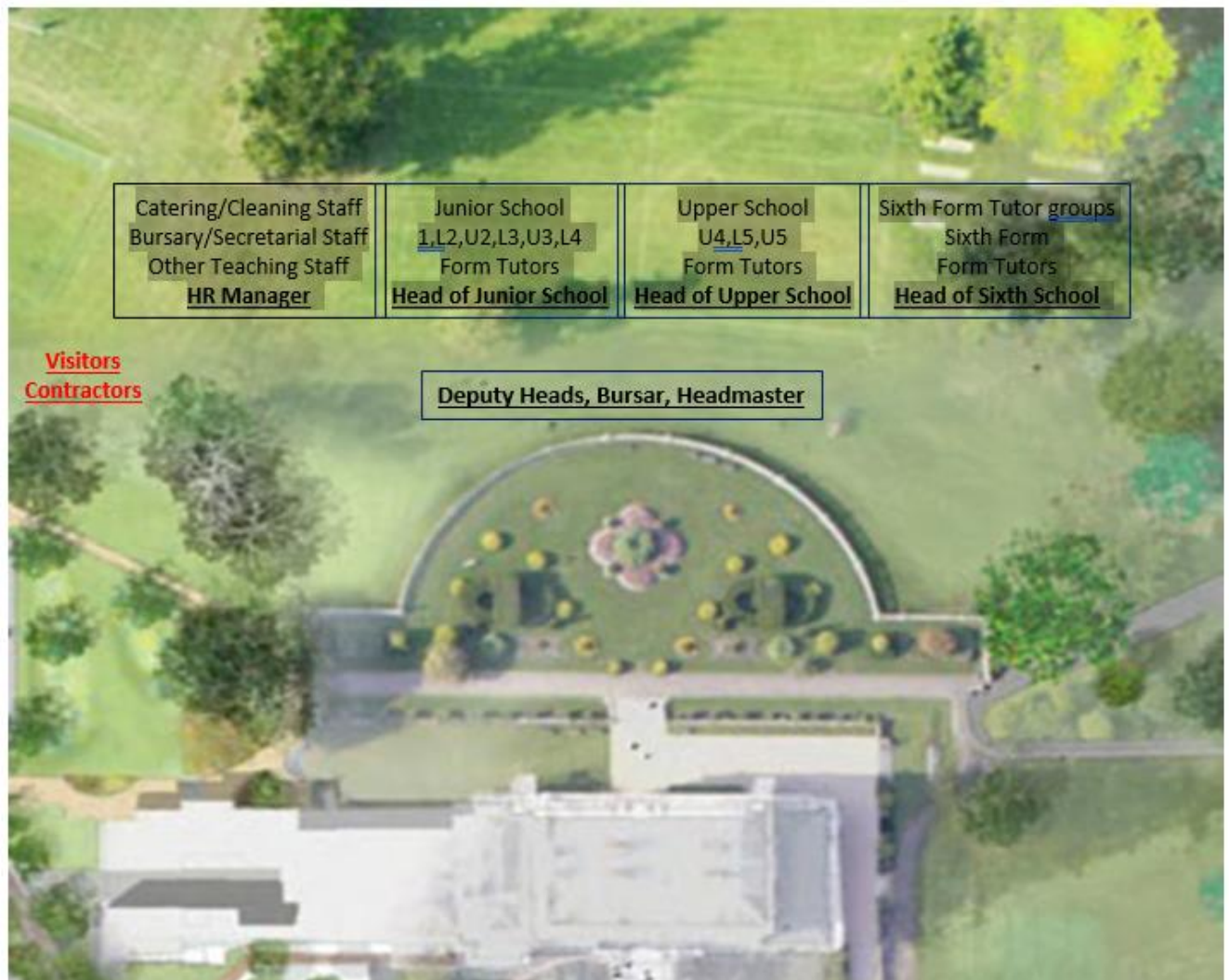
1. The following Table 1 illustrates the required testing and checking arrangements required under the Regulatory Reform (Fire Safety) Order (RRO) 2005.

Compliance Standard	Applicable Asset/ Testing Parameter	Anticipated Competency Level	Statutory or Best Practice	Frequency of Test, Check or Inspection
Regulatory Reform (Fire Safety) Order BS 9999	Fire Drill	Headmaster	Statutory	Every term; three times a year.
Regulatory Reform (Fire Safety) Order BS EN 50172/BS5266-8	Emergency Escape Lighting Illumination Functionality /RCD Testing	Headmaster	Best Practice	Every month
Regulatory Reform (Fire Safety) Order BS5839-1	Fire Alarm Weekly Test including check on visual and vibrating alarm devices and public address systems that are used during fire evacuation.	Facilities Manager	Statutory	Every 7 days
Regulatory Reform (Fire Safety) Order BS5839-1	Fire Detection and Alarm System Inspection and Testing (Cause and Effect Testing)	Specialist Contractor	Statutory	Every 6 months
Regulatory Reform (Fire Safety) Order BS5306-3	Fire Extinguisher Annual Maintenance	Specialist Contractor	Statutory	Every 12 months
Regulatory Reform (Fire Safety) Order BS5306-3	Fire Extinguisher Extended Maintenance (If not replaced)	Specialist Contractor	Statutory	Every 5 years
Regulatory Reform (Fire Safety) Order BS EN 12845	Sprinkler Maintenance, Inspection and Pressure Testing	Specialist Contractor/ Competent in-house Person	Statutory	Testing and checks in accordance with BS EN 12845 Weekly, 3, 4 and 6 months
Regulatory Reform (Fire Safety) Order BS EN 15004	a. Gas Suppression System Mechanical Test	Specialist Contractor	Statutory	a. Every 6 months b. Every 10 years

	b. Gas Suppression System Hydrostatic Test			
Regulatory Reform (Fire Safety) Order BS 9999	Check on the condition and operation of smoke curtains	a. Facilities Manager b. Specialist Contractor	Best Practice	a. Music Dept every 7 days b. Every 12 months
Regulatory Reform (Fire Safety) Order 9999	Check on condition and function of fire doors	Facilities Manager	Best Practice	Quarterly check
BS 6651: 1999 (Installed Standard), BS EN62305	Inspection and testing of Lightning Protection System	Specialist Contractor	Best Practice	Every 11 months
Regulatory Reform (Fire Safety) Order BS EN 50172/BS5266-8	a. Emergency Lighting (Full Duration) Test	a. Facilities Manager b. Specialist Contractor	Statutory	a. Monthly – flick test b. 6 and 12 monthly discharge

Appendix C – FREEMEN’S EMERGENCY EVACUATION POINT





- a. The following layout is to be adhered to for all Staff, Pupils, Visitors and Contractors during a fire / emergency evacuation.



Appendix D - FIRE FIGHTING EQUIPMENT

1. There is no obligation on staff to attempt to control a fire by using extinguishers. The prime responsibility of staff is to escort pupils to safety. If staff do use firefighting equipment, they should take no risks with their own safety and should check the labels on the equipment.

Remember the following (including water mist and special catering firefighting equipment):

If extinguishers contain:	They are best used against fires involving:
Water 	Used against Wood, paper, plastics. Most common and have a hose attachment and are colour coded Red;
Carbon Dioxide 	Flammable liquids e.g. oil & petrol Have a funnel shaped attachment and are colour coded Black
Foam 	Flammable liquids e.g. oil & petrol Have a hose attachment and are colour coded Cream
Dry Powder 	All of the above Have a hose attachment and are colour coded Blue

2. Be aware:
- 2.1. Fires involving electricity are best extinguished by turning off the power and using carbon dioxide or dry powder extinguishers. Do not use water or foam-based extinguishers.
 - 2.2. Water based extinguishers should not be used on flammable liquids such as fat, oil or petrol.

Appendix E - FIRE PREVENTION

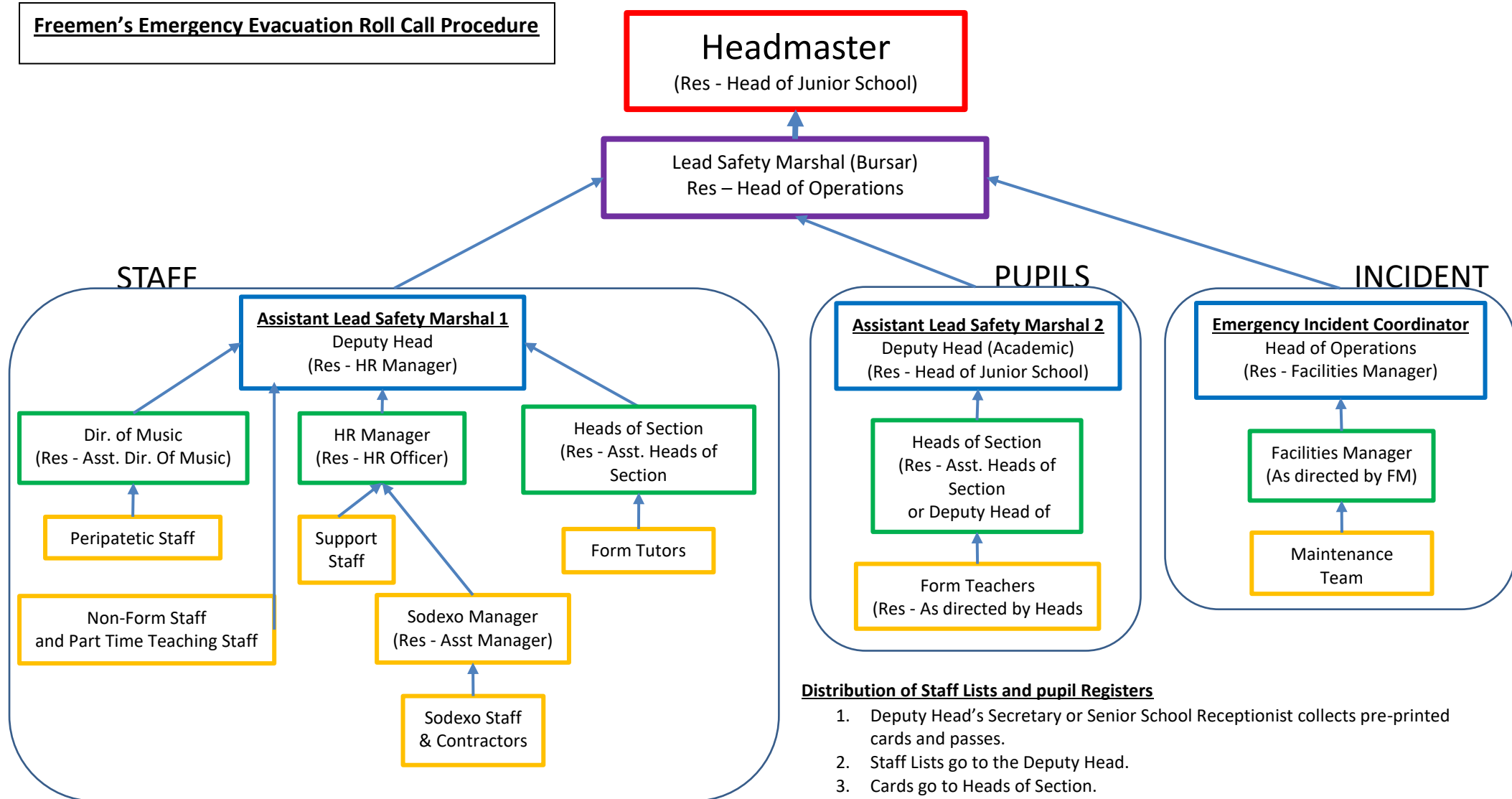
1. To ensure the processes are being implemented the Headmaster, Bursar, Head of Operations, Facilities Manager, Head School keeper and Heads of Department will:

- Always comply with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Consult regularly with the Fire marshals;
- Include fire prevention and evacuation procedures during the inset days and the induction process with all new starters;
- Pay close attention to the activities of contractors as appropriate.

Appendix F - HOT WORKS

1. The Corporation of London Fire Safety Guidance Note 78 will be the authority for all hot works at Freeman's School.
2. They are to be eradicated by design and they are not allowed in listed building.
3. The Facilities Manager must if possible, avoid hot work situations and where this is not deemed possible ensure a robust Permit to Work (PTW) system is employed.
4. PTW systems should relate to clearly defined individual pieces of work.
5. PTW documents must not be used as blanket authorisations to carry out hot work anywhere on the site at any time; they should only be issued just prior to the intended hot work duty and end once the activity at that location and time has finished.
6. PTW systems should normally include;
 - the location and nature of the hot work intended;
 - the proposed time and duration of the work;
 - the limits of time for which the permit is valid;
 - the person in direct control of the work
7. Precautions to be taken and reflected in the PTW before, during and after the work should include;
 - Clearing the surrounding area of all loose combustible material;
 - Checking for combustible material on both sides of a wall or partition, where work takes place only on one side;
 - Having suitable extinguishers at hand and a careful watch maintained for fire during the work and following completion;
 - Protecting combustible material which cannot be cleared;
 - Examining the hot work area thoroughly for some time after the work has finished (typically this will be at least an hour, but ignition can sometimes occur much later than this – inform the night security where hot work has been going on and ask them to check these areas);
8. In view of the potential risk, it is a sensible precaution for all hot work to stop by a safe period before the end of the day.
9. The PTW system must be supervised and authorised by a competent person (to be nominated on a case by case basis) who understands the operation of the PTW system. Whilst in operation this system should be monitored and reviewed continuously to ensure any changes are captured before they develop into an incident.

Freemen's Emergency Evacuation Roll Call Procedure



Distribution of Staff Lists and pupil Registers

1. Deputy Head's Secretary or Senior School Receptionist collects pre-printed cards and passes.
2. Staff Lists go to the Deputy Head.
3. Cards go to Heads of Section.
4. Heads of Section then distribute cards to Form Staff.

In the event of an emergency school evacuation, all staff and pupils will assemble on the field below the Italian Gardens and report to the person above them in the chain of command