



Newland House School

Fire Policy

Updated	September 2024
Updated by	Deputy Head (Prep) Deputy Head (Pre-Prep)
Authorised by	Chris Skelton, Head

This Policy applies to all sections of the school, including the Early Years Foundation Stage

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Section A: Fire Safety

1. General Policy Statement

- 1.1 Newland House School is a responsible employer and it takes its fire safety obligations seriously, recognising that it is essential to provide a safe place of work where fire risks have been minimised. Accordingly, this policy has been formulated within the meaning of the Regulatory Reform (Fire Safety) Order 2005.

2. Introduction

- 2.1 Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Newland House School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

3. Role of the school Fire safety manager

- 3.1 The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:
- The fire safety policy is kept under regular review by the Health and Safety Committee and the SLT.
 - The Fire safety policy is shared with the entire school community and the fire drill is explained at staff induction with regular updates on inset days.
 - Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go 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 regularly tested and lessons absorbed.
 - Fire risk assessments are regularly reviewed and updated.
 - Fire prevention measures are meticulously followed.
 - Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended, or rebuilt, or when new buildings are acquired.
 - Records are kept of all fire practices, tests and system maintenance.
 - Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

4. External fire safety consultants

- 4.1 Newland House School employs Viscount Fire Safety AKA Fire UK Limited (VFS (FIRE UK)) of Twickenham as its external fire safety consultants. VFS (FIRE UK) undertake regular inspections of all fire safety equipment & procedures and advise on all related matters. VFS (FIRE UK) also provide fire awareness and fire warden/marshal training for nominated staff.
- 4.2 Newland House School employs Viscount Fire Safety (VFS (FIRE UK)) as both the provider and inspector of the wireless fire detection and alarm system installed within Prep school during 2012.

Section B: Fire Safety Procedures

5. Briefing new staff and pupils

- 5.1 All our new staff are given a briefing on the school's emergency evacuation procedures on their first day at Newland House School. We show them where the emergency exits, and escape routes are located and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.
- 5.2 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. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

6. Summoning the Fire Brigade



6.1 Prep School. The Prep school reception is staffed between 08.00 and 17:00 during weekdays in term-time. The master panel that shows the location of all the alarm call points and sensors within the networked detection & alarm system in the Prep school is located on the wall behind the reception desk, as shown below.



6.2 Pre-Prep. Pre-Prep reception is staffed between 08:00 and 17:00. The panel for the call point-based system in Prep-Prep is located on the wall opposite the reception desk. This panel shows the zone of the reported smoke detection and also displays faults and their location. To the right of the panel is the call point which communicates with the upper floor and lift, in the case of emergency.



- 6.3 Nursery. The panel is on the wall to the right of the reception desk, as shown, and displays faults or smoke detection by floor.
- 6.4 All receptions are given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire & Rescue service at once.
- 6.5 One of the caretakers is on duty or on call 24 hours a day, 7 days a week, and 365 days a year. The Head is in residence at 36 Waldegrave Park and will also respond out of hours. Both have standing instructions to summon the Fire and Rescue services if the alarms go off outside the hours that the reception offices are staffed, (unless warned of a planned fire practice or if it is immediately obvious that the alarm is false).

7. Visitors and contractors

- 7.1 All visitors and contractors are required to sign in at the appropriate reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.
- 7.2 When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. an appropriate announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

8. Disabled staff, pupils or visitors

- 8.1 To assist the safe evacuation of disabled pupils or staff at the school, we will make any or all of the following arrangements:
- We will have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff, including a personal emergency evacuation plan (PEEP)
 - We will designate safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it will be the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Rescue service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the duty receptionist as soon as he or she reaches the assembly point. It is the responsibility of the duty receptionist to ensure that this information is passed as soon as possible to the Fire and Rescue service.
 - We will procure sufficient lightweight, collapsible evacuation chairs which will be stored in appropriate locations throughout the school. All relevant staff will be trained in their use.

9. Responsibilities of staff

- 9.1 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 assembly 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 duty receptionist. It is the responsibility of the duty receptionist to ensure that this information is passed to the Fire and Rescue service as soon as they arrive.
- 9.2 All staff must complete the Fire Safety in Education training.

10. Responsibilities of Fire Marshals

- 10.1 All Fire Marshals are “competent persons” who have been trained to provide “safety assistance” in the event of a fire.

11. Fire drills

- 11.1 We hold at least one fire drill every term at Newland House School. This, combined with an induction programme for new staff and pupils, with emergency escape procedures and the presence of trained Fire Marshals in every building helps to ensure that the school can be safely evacuated in the event of a fire. From time to time, we make practice drills more challenging, usually later in the school year, by adding simulated casualties or blocking popular egress routes.

The fire alarm systems in the Prep and Pre-Prep are linked but can be de-linked for weekly testing.

11.2 The effectiveness of fire drills is evaluated, post event, by the Bursar, and feedback given to SLT and the Health and Safety Committee.

12. Fire prevention measures

12.1 We have a variety of fire prevention measures in place at Newland House School.

12.2 Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor, and stairwell.
- The doors at the front of Prep school are automatically opened when the fire alarm is activated. The front doors of the Prep School also open automatically in the event of the alarm being activated.
- Keeping fire routes and exits clear at all times. The nominated caretaker is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks, and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work, and notes any defects.

12.3 Alarms, Detectors and Equipment

- Fire extinguishers (of the appropriate type) that are serviced annually are available throughout the school. A wireless detection & alarm system with additional manual call points is fitted throughout Prep school, as detailed in section 6. There is a wired detection & alarm system in the Pre-Prep, and in the Nursery, there is a manual call point system only.
- Alarms sound in all parts of the buildings. The Prep and Pre-Prep fire alarm systems are linked, due to the close proximity of the two buildings.
- The Head Caretaker is responsible for testing all fire alarms weekly and monthly checks of fire doors, automatic door closures and emergency lights (and recording all tests and defects).
- The Bursar is responsible for arranging for an ISO9001 certified/BAFE approved contractor to carry out:
 - Annual professional check on fire detection and warning equipment.
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers.
- Records of all tests are kept in reception at the Prep school, the Pre-Prep, and the Nursery.

12.4 Electrical Safety

- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. A member of the caretaking staff has been trained in this role.
- Records of all tests are kept in the caretakers' office.
- The caretakers check that all scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers, and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.
- The Catering Manager checks that all kitchen equipment in main school is switched off at the end of the day.

12.5 Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested by a specialist contractor. Records of all tests are kept in the caretakers' office.

12.6 Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the caretakers' office.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

12.7 Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

12.8 Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds, and caretaking are stored in flame proof cupboards.

13. Letting or hiring the school

13.1 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 school caretaker or cleaner is always on call when the school is let or hired for an outside function or event.

Section C: Fire Risk Assessment

14. Risk assessment

- 14.1 The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:
- The hazard
 - The people at risk
 - The measures to evaluate, remove, reduce, and protect from the risk
 - The measures needed to record, plan, inform, instruct, and train people in risk reduction or removal
 - The arrangements for reviewing the assessment
- 14.2 All risk assessments follow a standard grid procedure for evaluating risk, generic risk assessments are used for classrooms; At Newland House School, we use simple line diagrams to supplement the grids.
- 14.3 Newland House School use a specialist fire safety contractor to carry out a Fire Risk Assessment every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Bursar reviews the risk assessment annually.
- 14.4 Copies of Newland House School's FRAs are held on the policy section of the school's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them. The next Fire Risk Assessment is due October 2023.

15. Staff Flats

- 15.1 Fire action and information regarding the proper use of fire doors is posted in communal areas and inside Flat 3 – Appendix G.

16. Further information

- 16.1 This policy will be reviewed every academic year or sooner if changes to legislation, compliance requirements or good practice dictate.

Appendix A: List of Fire Marshalls

Name	Department	Assigned	Remarks
Anthony Daly	Support	First & Second Floor	VFS (FIRE UK) 03.09.19
Sam Neal	Teaching	D4 5 and 6	VFS (FIRE UK) 03.09.19
Anne Sharpe	Prep	West Wing	VFS (FIRE UK) 09.01.17
Katie Walton	Teaching	Music block	VFS (FIRE UK) 03.09.19
Pete Gilbert-Smith	Teaching	D1, 2 and 3	VFS (FIRE UK) 03.09.19
Eleanor Brooke	Teaching	B's	VFS (FIRE UK) 03.09.19
Patrick Dorrian	Teaching	B's	VFS (FIRE UK) 03.09.19
Jo Markham	Pre-Prep	Reception and First Aid room	VFS (FIRE UK) 09.01.17
Laura Clouting	Pre-Prep	Ground floor	VFS (FIRE UK) 03.09.19
Dawn Singh	Pre-Prep & WAC	First Floor and WAC	VFS (FIRE UK) 09.01.17
Victoria Walton	Nursery	Ground Floor	VFS (FIRE UK) 09.01.17

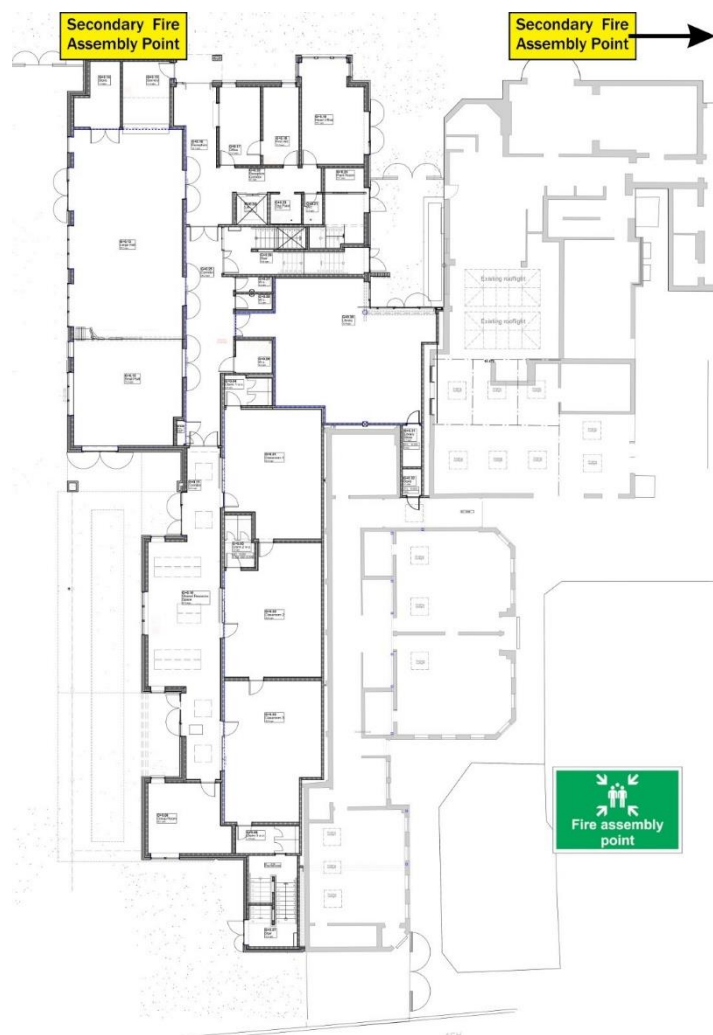
Appendix B: Prep school building diagram showing emergency evacuation assembly points



The main fire assembly point is located on the astro turf by the cricket nets and there is a sign on the west wall.

The secondary assembly point is outside the front of the school on Waldegrave Park. This assembly point should only be used if access to the main fire assembly point is not possible. If the nearest exit brings you to the front of the school, then you should go to the main assembly point via the side gate where the minibuses are parked unless that is unsafe to do so.

Appendix C: Pre-Prep school building diagram showing emergency evacuation assembly point



The main fire Assembly point is located on the astro turf by the cricket nets and there is a sign on the west wall.

The secondary assembly point is outside the front of the school on Waldegrave Park.



ACTION IN THE EVENT OF FIRE

Sound the alarm if you discover a fire.



Do not try to fight the fire unless you have been trained. Use only one extinguisher of the correct type; stop fighting the fire if this is insufficient.

Ensure fire doors are closed. If safe to do so, close all windows.



Evacuate via the **nearest** escape route. Be ready to find a different route in case the chosen route is blocked. Walk quickly – do not run.

Assist visitors and disabled persons.

Report to the Fire Marshal at the assembly point.

Pupils are to line up under the direction of the teacher taking the class at the time.

Appendix F: Fire drill for residents of flats

Fire action for residents and guests

BEFORE RETIRING TO BED, YOU SHOULD KNOW:

1. The nearest means of escape
2. All doors to and from the corridors/stairwell are to be kept closed

Any person discovering a fire by DAY should:

1. Vacate the room ensuring the door is shut behind you

IF YOU HEAR THE FIRE ALARM:

2. Go immediately to the nearest fire assembly point using the nearest exit
3. Call 999
4. Telephone Reception, Head, Caretaker or Bursar until you receive a response

Reception – 0208 865 1220
Head - 0208 865 1301
Caretaker - 07946 203631
Bursar - 07939 965482

Do not run
Do not stop to collect personal belongings
Do not re-enter the building until safe to do so

Any person discovering fire by NIGHT should:

1. Put on dressing gown or coat and shoes
2. Make sure that all others in the flat are awake
3. Go to the assembly point using the nearest exit
4. Call 999
5. Telephone Caretaker or Bursar until you receive a response

Caretaker - 07946 203631
Bursar - 07939 965482

Do not get fully dressed

Your fire assembly point is: The school Astro area
or
The pavement in front of the building

Doors which are labelled as 'Fire Doors' are important in reducing the spread of fire and for your safety they should never be left open or propped open with door wedges or other items.