



Swanbourne House School

Fire Procedures and Policy 06.2025

This document is based on the Stowe Policy identified below; the amendments to the Swanbourne House School version reflect operational differences.

Author	Group Health, Safety and Compliance Manager	
Date of Review	January 2025 Version 15.0	
Approved	Chairman of the Estates Committee/ Nominated Health and Safety Governor	
Approving Body	Estates Committee	
Regulatory References	The Regulatory Reform (Fire Safety) Order 2005 as amended 2021	
Next Review	30 April 2026	
SHS Version	V1	
Author	SHS Director of Operations	
Approval	SHS Head	
Next Review	June 2026	

This policy document should be read in conjunction with the Stowe School's Health and Safety Policy, where Fire Precautions and Procedures are outlined in Section 3.11 of the Arrangements. Sections of this policy have also been copied into the School Contingency Plans.

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Introduction

All employees must familiarise themselves fully, not only with the established escape route from their areas but also with the routes from other areas that they use on the school site. New Staff should be advised of the emergency procedures during their induction by their Line Manager.

Fire Risk Assessment (FRA)

All employers must carry out a suitable and sufficient assessment of fire risks under The Regulatory Reform (Fire Safety) Order 2005 (RR (FS) O) 2005. A competent and responsible person should complete each Fire Risk Assessment.

The Group Health, Safety, and Compliance Manager will serve as the Fire Risk Assessor on behalf of the school and will assist House parents and Heads of Department, among others, in assessing fire risks. The Assessor must also determine and monitor any arrangements for managing appropriate precautions and for reviewing the adequacy of Fire Risk Assessments. As the FRA is signed by the responsible person and the Assessor, any change, alteration, or addition to the fire prevention/precaution system must be discussed with the Assessor before work commences. It is the responsibility of the manager in charge of any building works or building projects to involve and discuss any works that will affect the FRA and the safety of others in the area at that time. Changes to the working environment that are not noted in the FRA would render the document irrelevant, deemed unsuitable, and non-compliant.

It is also important to involve the Assessor in any new control systems for fire prevention, as the Assessor will need to undertake a pre-assessment of the need for that area before any systems are planned or authorised for installation or fitting.

The FRA assesses the needs, standards, and level of fire precautions required by the School. The School will comply with the standards outlined in the following documents, as part of the FRA:

- British Standards (BS) (for example, Fire Detection and Fire Alarm Systems BS EN5839-6:2019)
- BS 9999:2017 - Code of Practice for Fire Safety in the Design, Management and Use of Buildings
- BS 9991:2024 The National Standards for Fire Safety in Residential Buildings
- Buildings Safety Act 2022 (1 Jan 2024 in force)
- HM Government Guidance Documents - Sleeping Accommodation; Educational Premises and Small and Medium Places of Assembly; Animal Premises and Stables
- Building Regulations Approved Document B (AD B)'
- Building Bulletin 100 (May 2021 under review)– Design and Managing Against the Risk of Fire in Schools.

The Risk Assessment may, at times, dictate that a higher standard of fire prevention is required for the School than outlined in one of the above documents. As with all risk assessments, they depend upon what the area is used for and by whom.

The School must make and implement appropriate arrangements as regards the measures identified by the risk assessment for:

- The prevention of fire
- The protection of people in the event of a fire
- safe means of escape and action to take in an emergency
- safe access and facilities for the Emergency Service(s)
- Fire management systems

Detailed plans of the School will make up part of the Fire Risk Assessments. Such documents will continue to be improved and created to give a full site overview of:

- The location and details of the fire detection and alarm systems
- The location of firefighting equipment
- The location of emergency lighting
- The location of the site's fire hydrants
- The location of emergency cut-off points for the School's facilities (gas/oil/water, etc.)
- Escape routes, emergency exit signage and evacuation points
- Hazardous substances stored on-site
- Room dimensions (and capacity as required)
- Location of known void spaces (within the Buildings)

The FRA will be updated regularly, and high-risk buildings, including the Boarding House, will undergo a full document review annually. Lower-risk academic buildings will be reviewed if any change or alteration occurs, including physical dimensions, use of the buildings, etc., or every two years. This is a legal requirement. The original Assessor of the FRA **must** be informed of any building works or tasks that may compromise fire safety during projects or any change of use in the area currently stated in the FRA. Every Head of Department is responsible for notifying of any changes that will alter the suitability of the fire risk assessment.

The FRA should also be updated with the findings of fire drills and any unwanted activation of the fire alarm system.

Fire Extinguishing Appliances

Fire extinguishers are located at designated fire points throughout the School's premises. Fire extinguishers **must not** be moved from their locations or misused by colleagues, visitors, contractors, or pupils. Extinguishers **must never** be used as a doorstop. Staff found using extinguishers in this manner or interfering with any other firefighting equipment will be subject to disciplinary action. It is an offence that the Fire Authority can enforce with fines against both the School and the individual offending.

Any attempt to extinguish fires must only be undertaken once the fire alarm has been activated in circumstances where this can be carried out without danger to the individual, and when the fire is minor. Internal training on the use of firefighting equipment and general fire awareness will be delivered as mandatory for new staff (within 3 months of employment) and updated yearly by an online refresher course. (SmartLog)

Fire extinguishers will be serviced annually by an external contractor (Churches Fire). Any damaged equipment must be reported to the Maintenance Department for replacement. Where identified, any damage will be charged to the person responsible for that building.

Firefighting equipment should be easily accessible, with clear and appropriate signage in place. The equipment should not be moved, restricted, or covered at its designated point (except for approved fire equipment covers). It should be free-standing on a designated stand or securely wall-mounted with signage.

Monthly site-wide fire extinguisher checks will be conducted by the SHS compliance officer, with the results recorded on the SHS 'Compliance App'. The results can be viewed via the SHS SharePoint Operations Homepage.

Fire Detection and Alarm Systems

The use of fire detection systems enables the detection of fire to be quick, the alarm to be raised, and the building to be evacuated as quickly as possible before a fire becomes a danger to life.

The fire alarm system is tested weekly on a Wednesday and undergoes regular inspections and servicing, both by internal and external competent, qualified personnel, as required in BS EN 5839-6:2019. All tests, inspections and servicing are recorded on the SHS 'Compliance App'. The only time this may differ is when the site is shut down for the Summer or Christmas break.

It is a criminal offence to interfere, alter, damage, cover or remove the fire detection systems (detector heads, fire panel and fire alarm cabling) in any way. Anyone found doing this will be subject to disciplinary action. This offence can be enforced by the Fire Authority, which may impose fines on both the School and the individual responsible for the offence.

A 'hot work permit' for Contractors or a 'hot work chit' for the Maintenance/Grounds teams must be obtained before any 'hot work' takes place. This will assess if the fire detection system needs to be isolated. Isolation of the fire alarm panel must only be undertaken by a competent person. When the fire alarm is isolated, a record of this action must be kept ensuring at the end of the task, the system is reinstated. Failing to reinstate the system could leave the area unprotected, preventing the alarm from being activated and people from evacuating.

The School is required by law to investigate all alarm activations. If an unwanted alarm activation is detected, the cause must be recorded using the SHS Compliance App (unwanted activations). Precautions must be in place as part of the Risk Assessments. Method Statements and, where applicable, 'hot work' permits must be recorded to ensure that all control measures have been taken to prevent unwanted activation due to any building works. This includes tasks completed on-site by Stowe Group colleagues or work undertaken by external contractors on the School's behalf.

Untrained staff (including colleagues who are aware of the system but not on shift at the time) must never silence or interfere with the fire alarm panel. All alarm activations should be treated as a real fire event and investigated by the Fire Officer on duty at the time. In the event of a real fire, other members of the Senior Leadership Team (SLT) are in attendance.

All occupants of the building should remain outside until verbally instructed that it is safe to re-enter. They should not obstruct the Fire Officer in their tasks when entering the building to investigate the occurrence.

Emergency Routes and Exits

Emergency routes and exits are indicated throughout the site based on the following standards:

- Emergency routes and exits must lead as directly as possible to a place of safety
- It must be possible for all persons to evacuate the buildings quickly and safely
- Emergency doors (and final exit doors) should open in the direction of escape (consideration must be given to the age of the building, with the original doors where this is not the case).
- Emergency doors must not be locked unless they have fire-safe locking systems or a secure key in place, or bolted, and/or unless they are reopened when the area is in use.
- Emergency routes and exits must be indicated by appropriate signage.
- All emergency routes must always be kept free of obstruction.

Throughout the day, items used by colleagues and pupils can be moved around the rooms/areas. It is the responsibility of the person in charge of the rooms or area to ensure that fire exits are always clear of all obstructions and trip hazards.

Fire Safety Signs

A fire safety sign is signage which:

- provides information on escape routes and emergency exits in the case of fire
- provides information on the identification or location of firefighting equipment
- gives warning and safety information in the case of fire

These signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996, BS EN 5499, and must not be covered or removed without the prior approval of the Group Health, Safety and Compliance Manager or the Group Head of Estates.

Fire signage should be green with a white pictogram and writing, or green with just the pictogram. Fire signs must not just display writing. Some signs may be fluorescent or illuminated, depending on their location and function.

Fire doors/Fire Compartmentation

Fire doors play a crucial role in preventing the spread of fire and smoke. Due to the age of the buildings, not all fire doors are noted as such under current regulations; however, it is equally important that fire compartments can be created with the doors closed. During the refurbishment, consideration must be given to replacing the original doors with new fire-rated doors (corridors FD60 and bedrooms FD30 or above), considering planning issues. Where replacement doors have not been fitted, but it is felt through a risk assessment that increased protection is required, they will be painted with an increased fire-rated paint. This will increase fire compartmentalisation in the areas.

Cold smoke fire seals, bushes or intumescent strips have been fitted to fire doors and doors with increased fire integrity to assist in preventing the spread of fire and smoke. These seals or brush strips mustn't be damaged in any way or painted over during refurbishment or decorating. A programme is in place to audit and check all fire doors throughout the site. See Appendix 2

Smoking, Naked Flames and Open Fires in Residential Accommodation

The School has a 'No Smoking' Policy. On occasion, arrangements will be made as part of an Event's Risk assessment for controlled smoking (or other designated areas), where ashtrays will be located. Smoking is prohibited in all Stowe Group residential properties.

Following the advice of the Fire Authority and the buildings' Fire Risk Assessments, the School operates a 'no naked flame' policy. Open fires are prohibited in all the School's residential accommodations adjacent to all the buildings on the School site, i.e., within 50 metres. This also applies where the School is the landlord for residential properties that the School has classified as Houses in Multiple Occupation (HMO) or shared accommodation.

The concern with open fires is the integrity of the chimneys (due to a lack of knowledge about internal flues and inadequate linings) and the possibility of fire spreading to the sleeping accommodation. The business risk and the implications of a fire occurring must be considered.

Candles and naked flames must not be used in any buildings (including classrooms). Any exception to this must be individually assessed (for example, for Science, Design, and Technology) and, as required, agreed with the SHS Director of Operations. This will need to be cleared with the School's insurance before the event.

Candles, including scented candles, are included in the ban on naked flames (this is also applicable to all colleagues and domestic properties and should not be used by any pupils in any of the Boarding accommodations or within their bedrooms).

Use of Smoke/Haze Machines for Recreational Purposes

Smoke/Haze machines should not be used unless specific Permits and Risk Assessments are in place. The final decision to use them will require the agreement of the Director of Operations. To use a smoke machine, the Fire Detection System in that area must be isolated or altered so that it does not cause a false activation. Any change or alteration to the Fire Alarm System can only be made by a competent person, i.e., a fire alarm electrician or a Fire Officer. The Permit must outline the contingency plans for fire detection during the time that the alarm has been isolated. The Fire Risk Assessment for that area must be updated for the specific event.

Furniture, Fabrics and Furnishings Fire Safety Standards

The School will comply with the following regulations:

- Furniture and Furnishings (Fire Safety) Regulations 1988, as amended in 2010.

Furniture and furnishings can significantly increase fire spread in rooms and spaces, such as fire escapes, stairs, and corridors, within a building. Therefore, the potential to increase the fire loading and spread of fire needs to be considered when departments and the boarding house purchase, arrange, and position furniture, fabrics, and fittings in a building.

No second-hand (or donated, even if as new/unused items) furniture will be accepted or should be purchased for use in a Boarding House, even if it can be proven to be fire retardant. All furniture must have the Cat5 fire rating, with evidence of this.

Following the guidance set out in the Fire Safety of Furniture and Furnishings in the Contract and Non-domestic Sector, the School will assess the risk and follow the current British Standards.

Due to the complex nature of the buildings on site, the classification within the regulations has been assessed and graded for the Stowe Group as a **Medium Risk**.

All upholstered furniture within a bedroom used for sleeping should meet BS 7176:2007 +A1:211 as a Medium risk (Crib5 requirement).

All upholstered furniture within office areas should meet BS 7176:2007 +A1:211 as a Medium risk

All upholstered furniture within classroom areas should meet BS 7176:2007 +A1:211 as a Medium risk

Domestic Furniture

When furniture is introduced into the workplace, different regulations apply.

*Where domestic accommodation is integral to the Boarding Houses, the School requires that items comply with Furniture and Furnishings (Fire Safety) Regulations 1988, as amended in 2010. This exclusion does not apply to antique furniture or items purchased before 1950. Care to monitor the condition, and amount (Fire loading) for the latter is important.

New personal property being purchased by a member of staff for their private accommodation (where the School is the landlord) should be fire-retardant, meeting the current standards as outlined above. Where they are supplying items that are already their property, the School (as the Landlord) will ask that the furniture is in good

condition and meets the requirements above* This should be advised and documented in their tenancy agreements.

Where the School (as the Landlord) is supplying furniture for any accommodation, all items purchased will meet BS 7176:2007 +A1:211 as a Medium risk (Cat5).

Sleeping Accommodation (Boarding house/bedrooms and common spaces with cooking facilities)

The use of furnishings, bedding, and synthetic materials, which are easily ignited, can facilitate rapid fire spread; therefore, where possible, they should be avoided. The School is implementing a replacement plan for items that do not meet the requirements below.

The use of fire-retardant material will substantially reduce fire loading and fire spread if a fire were to break out. Items in sleeping accommodation supplied by the School will be fire retardant to Crib5:

- Curtains/blinds/drapes must conform to BS 5867: Part 2:2008
- Mattresses (excluding quilt/pillow covers) must conform to BS 7177:2008 +A1:2011
- All upholstered furniture must comply with BS7176: 2007 +A1:2011 (cat 5)
- Pillows
- Scatter cushions
- Seat pads
- Sofa beds/headboards/beds
- Loose and stretch covers
- Outside garden furniture (if it is used inside)

If the Boarding House has circulation spaces deemed large enough to accommodate upholstered furniture, these must comply with BS 7176: 2007 + A1: 2011, **Crib 5**. Fire exits must not be compromised by unnecessary furniture.

Pupils must be informed that bringing upholstered furniture (such as office chairs) and soft furnishings from home (such as scatter cushions, and bean bags) is strictly forbidden, as detailed in the school rules. Wall hangings, throws, and small cushions may be permitted under controlled circumstances, provided they follow the guidelines outlined in this policy.

No materials (including posters) should be hung from the ceilings in bedrooms, and wall hangings (such as posters, flags, or fabrics) should be limited to no more than 20% of the total wall space. Rugs/floor coverings are not permitted in bedrooms within any boarding house.

Highly Flammable Liquids (HFL)

An HFL is any liquid, liquid solution, emulsion, or suspension which, when tested in the manner specified in the Regulations, gives off a flammable vapour at a temperature less than 32°C and supports combustion.

Storage

- All HFLs within the premises must be stored in a fire-resistant container or cupboard.
- Liquids are to be kept in closed vessels, and the maximum quantity is not to exceed that required for a day's work.
- The HFL stores are to be marked with the words "**HIGHLY FLAMMABLE**" in bold letters.

Precautions

- There must be a means of containing or immediately drawing off into a suitable container any HFL that leaks. All spills must be contained and managed according to the product manufacturer's guidance (on the MSDS or outlined in the COSHH risk assessment).
- Absorbent materials used to clean up spillages must be placed immediately in a metal container with a cover or be removed without delay to a safe place.

- Materials that are likely to absorb vapours should not be stored in areas where HFL is in use.
- No material, equipment, or appliance that has the potential to ignite HFL is to be taken into an area where HFL is used or stored.

Liquefied Petroleum Gas (LPG)

Storage

- Cylinders are to be stored in an open-air, secure, locked compound.
- Full cylinders are to be stored separately from empty ones, and both should be segregated from cylinders that contain or have contained different gases.
- LPG cylinders should be stored at least 3 metres away from any oxygen cylinder and should not be used or stored in a horizontal position; they should always be stored upright.

Precautions

- Lubrication of valves and fittings is unnecessary and highly dangerous, as is the application of white or red lead jointing compounds and joining tape.
- Cylinders must never be placed near any source of heat.
- Surplus hoses must not be coiled around the cylinder. A fire in a coiled hose is difficult to extinguish. Where there is a surplus hose, it must be positioned away from any source of heat.
- Cylinders or connected hoses must never be left in a confined space.
- Valves must always be closed after use.
- Before assembling regulators and fittings, users must ensure that the cylinder outlet is free from dirt particles. It is acceptable to do this by opening and closing the valve momentarily, after ensuring that there is no source of ignition in the vicinity.

Gas pipes and identification

- All internal gas pipework (LPG or Natural gas) to be yellow.
- All internal gas pipework (LPG or Natural gas) must have taped markers stating the 'GAS' legend every time the pipework passes through a wall (on both sides), or every 2 metres, whichever is closer.
- This applies to all Stowe Group properties, whether commercial or domestic or properties rented for the use of the Stowe Group.

Fire Drills and Evacuation Practice

(including unwanted alarm activations/false alarms)

Fire drills and fire evacuation practices will be carried out throughout the year, both during and out of School term time. Every term, a practice evacuation of the Boarding House and main school buildings will be carried out.

All fire drills and practices will be timed, recorded, and monitored, with any shortfalls or failings in the system being addressed. Any outcomes will be shared with SLT. Unwanted alarm activations will also be recorded and investigated. A list of such events is held for reference and will be shared with the Governing Body through reports from the Fire Risk Management Committee and the Health and Safety Committee.

During an evacuation, the SHS 2-way radios will be used to assist the designated Fire Marshals, Fire Wardens, and Site Team, as well as any members of SLT who are present, to coordinate between the different fire evacuation points. (the paddock for the Upper School and the nursery playground for the Lower School)

During the working day, pupils and colleagues in the Boarding House and/or buildings who have not signed in have no record of their whereabouts. This risk is high, as fire wardens and Boarding House staff may not know if the building has been cleared (they should sweep the areas they are in, but not go blindly into another building where the alarm is sounding). Fire Wardens should not put themselves at risk if persons are suspected to be within the building; however, if trained staff feel it is safe, they can enter the building to check. This must be reported to the Fire Service on their arrival.

All persons are asked to be patient after evacuation and wait at the evacuation point until it can be confirmed that the building is clear and safe to re-enter. This should be confirmed verbally by a member of SLT (not just if the fire alarm has been silenced). If an escalation is required to move away from the evacuation point, a decision will be made on the safest holding location for the day.

Fire Officer

(Trained members of the site team)

The Fire Officers will have a detailed list of tasks to perform and should not be hindered in this. They are instructed to go to the location of activation and should not be asked to turn the alarms off or silence them until they are satisfied that it is an unwanted activation (false alarm). It is after this point that they will verbally instruct people to return to the building.

If the Fire Service has been called to the site, this decision will be automatically made by the Senior Fire Officer and relayed to the member of staff in charge of the situation at the time. The clearance for colleagues to return to the building must only be given by the SLT Lead, if necessary, after consulting with the emergency services. All other colleagues, regardless of seniority or position, should wait until confirmation has been received that it is safe to return to the building.

From time to time, the Fire Service will be invited to the School to take part in fire evacuations. Plans and site maps will be sent to the Fire Service if they are updated at any time. A fire documents holder (Battle Box - large folders) is available from a locked box on the back of the gas cupboard at the main entrance. This will contain maps, site plans, and various key/access control information. The plans/maps will include areas that may be a risk to the Fire Service as they fight a fire.

Fire Wardens

(Trained members of the academic and support staff)

The Fire Wardens are responsible for evacuating pupils and checking their department. There is usually one fire warden per building or department, e.g., The Swimming pool, The Kitchen, SEN, Freemantle, Walker, Evans etc. Fire Warden training will be refresh yearly using the SmartLog online training platform.

Stowe - Events Lettings Evacuation Plan

A fire drill will be conducted for all residential lettings involving youth groups of 18 years and under, regardless of the duration of stay on the first night. For individuals over the age of 18, it must be clearly stated (in the letting agreement and handover documents) that the lead person from the group has a full understanding of the fire evacuation procedures. The lettings can occur during holiday periods or evenings when the trained SHS staff are not on site, as such, Stowe events lettings are managed by Stowe Enterprises Ltd and are in line with - but separate to the SHS procedures and will require their own specific risk assessments and method statements.

Personal Electrical Equipment used in Boarding Houses

To reduce the fire risk in the Boarding House, the type and number of electrical items that pupils may use will be limited. Adapters, appliance chargers and laptop leads are acceptable, but these should be turned off when not in use and unplugged. The House parents, Matrons, domestic teams, and maintenance technicians are required to make visual checks of the areas to ensure this is the case. It is essential to remind pupils of this requirement as an ongoing issue, particularly at the start of each term. Adapters, double plugs, and items that do not comply with current British Standards will also be removed from use.

The following personal electrical items must not be used.

- Kettles, coffee makers
- Mini fridges (except for medical purposes)
- Toasters
- Electric fires
- Electric blankets
- Fan heaters (including Dyson heaters)
- Main, fairy, disco, LED lights.
- Lava lamps
- Plug-in air fresheners
- Electronic air purifiers
- Paper lamp shades

An 'Electrical Item Banned List' is kept up to date and shared with colleagues and pupils through training, emails, and display within the Boarding House area. If there is a failure of the School's central heating system, and to maintain working temperatures in the rooms, the Maintenance Department will supply electric oil-filled heaters from their controlled stock.

The School has an ongoing electrical maintenance and testing programme that is followed and monitored by the Group Buildings Service Engineer. This also includes the use of a thermal imaging camera for the fuse boards and electrical control panels.

Fire Evacuation

1. Immediate Actions.

When a fire alarm sounds in any part of the School, the priority is to evacuate the affected area. Fire action notices have been placed throughout the School buildings giving clear instructions on immediate actions to take if a fire is discovered or the alarm is raised. No person should delay evacuation, and all fire alarm activations must be treated as a genuine emergency.

2. Reporting Point.

An Incident Control Point (ICP) will be located on The Paddock (by the cricket net), and it will be established and managed by the SLT. The Emergency Services will look for an ICP and a designated member of staff (School Liaison Officer (SLO)) in the event of an emergency. The SLO will normally be a member of SLT or, if out of hours, a member of the boarding team who is familiar with site plans and the requirements of the Emergency Services. They will don the green jacket (held with the Battle Box) and be the main point of call throughout the Incident.

3. Rendezvous Point.

The Emergency Services require a designated Rendezvous Point ('RVP') for initial arrival on site. For any incident at SHS, the designated RVP will be the parents' drop-off car park. This may change as any incident escalates and would be decided and agreed upon on the day in conjunction with the Chief Fire Officer and any other Emergency Services on-site at the time.

4. Assembly Points.

The fire action notices designate an assembly point for that building/area of the site. There are two evacuation points in all. These have been chosen to allow for a safe assembly away from traffic routes, car park areas, and routes used by the Emergency Services, in case they need to access the site. The assembly points are an adequate distance away from buildings in case of explosion and/or building collapse.

5. Fire Wardens.

Fire Wardens are trained to supervise the evacuation process. All are provided with yellow, fluorescent jackets and are responsible for a specified area of the site. Teachers are responsible, as Fire Wardens, for evacuating their classrooms, laboratories, and sports facilities. Boarding staff exercise the role in Boarding Houses when they are on the duty roster.

6. Escalation.

In the event of a major incident, the person in charge of the ICP will, in conjunction with the Emergency Services, decide to upgrade to a major incident, for example, if a fire cannot be contained. House and Estates staff will act as 'runners' to support the ICP. The escalation process will, in all probability, be managed by the Emergency Services, who operate a 'Gold, Silver, Bronze' hierarchy of operational, tactical, and strategic control and escalate their onsite representation according to the severity of the incident.

During the School day, if a full site evacuation is required (due to an isolated fire spreading rapidly and affecting a significant part of the School/Estate), pupils and teaching colleagues will be directed to the Paddock if it is safe to do so. Failing that, Houseparents and Senior staff will hold the pupils at a safe location agreed upon by SLT while further decisions are taken. Operations colleagues will be directed to the Studio, again, if it is safe to do so, until it is safe to return to the building, or the SLT decides that the site is to be closed.

Appendix 1

Example - Fire Evacuation Procedure Notice





SWANBOURNE HOUSE

FIRE EVACUATION




Fire action


if you discover a fire



Operate nearest fire alarm point



Call the Fire brigade by telephoning 999



Leave the building by the nearest exit



Report to your assembly point at THE PADDOCK



Do not stop to collect personal belongings

Safeguarding mobile phone: 07732 600379

Governor with safeguarding responsibility: Peter Ackroyd

Ensure all safeguarding concerns are logged on MyConcern

Appendix 2

Fire Door Audit Process

The following process has been outlined to ensure that regular documented checks/audits are undertaken on all designated fire doors on the School site.

Doors currently noted as fire doors have been given a numbering system. An accompanying plan for these locations is also in place.

The compliance and reliability of a sound fire door are imperative for effective passive fire prevention. With the School building having vast numbers of fire doors, this process will be ongoing.

Colleagues within the Estates department will attend training (delivered by an accredited external provider) to ensure they have the skills to perform internal audits. The training will also help them perform basic repairs to maintain compliance. This training will need to be updated every two years thereafter.

Following an audit, any additional, more complex correctional works are required, and an external competent contractor will be engaged.

To ensure that a record of the fire doors' condition is maintained, the following procedures will be implemented.

- Documented visual checks using the internal compliance 'fire door check' app will be undertaken by the trained members of the Estates team every term (3x annually) for all buildings and sleeping accommodations. Any remedial work undertaken will either be rectified internally or through an external contractor.
- A basic visual inspection will also be conducted on all fire doors during the building's annual Fire Risk Assessment. Any required work will be reported within the FRA, and the work will be passed to the Estates Team for action.
- Ongoing reminders will be sent out to 'all colleagues to ensure that any daily damage to any door is reported immediately through the maintenance email reporting system. These will be dealt with as soon as possible.

To ensure that an external opinion to SHS on fire door compliance is obtained, a yearly audit as part of the Stowe fire risk assessment, will scrutinise the documentation and a selection of fire doors on the School site.