



DAVENIES

Fire Safety Policy

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Review: September 2026, Bursar

This Policy applies to the whole school, including the EYFS.

General Policy Statement

Davenies complies with the provisions of the Regulatory Reform (Fire Safety) Order 2005 (the Order) and all fire precautions legislation and regulations, and has in place a comprehensive fire safety system based on

relevant risk assessments through which it minimises the risk of fire, limits the spread of fire, and safeguards all means of escape. The School ensures the safety of staff, pupils (including EYFS pupils) and visitors legally on the school premises, and that they are aware of and understand the School's Fire and Evacuation Procedures.

The priority at Davenies is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the School, by ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of the school buildings if a fire breaks out. This *Fire Safety Policy*, procedures and the School's Fire Risk Assessments are designed to help the school community to respond calmly and effectively if a fire breaks out on the premises.

It is the School's policy that **NO SMOKING** (including the use of e-cigarettes or vaping) is allowed anywhere on school premises.

Responsibilities

The Governing Body of the School has ultimate responsibility (“Responsible Person”) for ensuring the safety of the premises and the occupants, and delegates day-to-day responsibility to the Bursar.

As the responsible person, they must ensure that a fire risk assessment is carried out which must focus on the safety in the event of fire of all ‘relevant persons’. It should pay particular attention to those at special risk, such as disabled people, those with special needs, and children, and must include consideration of any dangerous substance liable to be on the premises. The fire risk assessment will help identify risks that can be removed or reduced and decide the nature and extent of the general fire precautions to be taken. Significant findings of the risk assessment must be recorded.

Other fire safety duties that must be compiled with:

- Appointment of one or more competent persons to assist in undertaking the preventive and protective measures required by the Order. A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- Provide employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- Provide parents with clear and relevant information on the risks to children identified by the risk assessment, the measures in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- Inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- Provide the employer of any person from an outside organisation who is working in your premises (e.g. agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. Provide those employees with appropriate instructions and relevant information about the risks to them. Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- Ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- **Employees must** co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

The Bursar fulfils the roles of: **Fire Officer, School’s Health & Safety Representative, Competent Person, Fire Marshall, and Emergency Evacuation Officer.**

The Bursar is responsible for:

- delegating responsibility for the internal management of the fire safety system and Fire Risk Assessments appropriately
- ensuring that this *Fire Safety Policy* and the School's Fire and Evacuation Procedures are regularly reviewed and are promulgated to the entire school community
- carrying out regular Fire Risk Assessments and reporting findings to the Health & Safety Committee
- the organisation of regular fire drills for staff and pupils and ensuring the maintenance of records
- liaising with Fire Prevention Officials, if required
- contacting the emergency services, when necessary
- arranging fire safety training and recording attendance
- providing employees with comprehensive and relevant information
- making sure that general fire precautions are put in place
- conducting regular fire safety inspections
- making frequent informal checks to confirm that the fire safety rules are being meticulously followed
- including fire safety in the regular health and safety reports to the Governing Body

As Fire Marshall, the Bursar is responsible for co-ordinating the evacuation of the premises during organised fire drills and in the event of a genuine fire or emergency (see Appendix A: Fire, Evacuation and Drill Procedures), and for reporting the findings to the Health & Safety Committee. The Fire Marshall must undertake Fire Marshall Training every 3 years to enable him to provide safety assistance in the event of a fire, and is responsible for collecting information from Fire Warden's following any fire drill or unplanned emergency evacuation.

Facilities Manager

The Facilities Manager, as a **Competent Person**, is responsible for:

- testing the School's fire alarm each week and maintaining records of fire alarm tests
- ensuring fire escape routes and fire exit doors / passageways are unobstructed and doors open / close correctly particularly those with Dor-Guards fitted
- ensuring all fire exits are unlocked when buildings are occupied
- all necessary checks to and maintenance of safety equipment (fire extinguishers, etc.) to be kept to a standard so that persons would be able to extinguish a small fire
- checking fire detection and protection systems are maintained and tested by ISO9001 certified or BAFE approved engineers, and certificates/records kept
- erecting and maintaining fire signs and notices
- maintenance of emergency lighting where required
- ensuring close-down procedures are followed

The Facilities Manager is to undertake sufficient training and has suitable experience and knowledge to enable him to fulfil his duties in taking preventative and protective measures.

Fire Wardens

6 members of staff received in-house Fire Warden training in September 2022. The duties of a Fire Warden are to:

1. Ensure the safe evacuation of the premises at the time of fire.
2. To assist the School in complying with its legal obligations relating to the Fire Safety Order: assess fire risks; monitor fire safety aspects, etc.
3. To assist the School in maintaining a safe working environment: spotting and reporting hazards; and tackling small fires if safe and confident to do so.

The Health & Safety Committee meets on a regular basis to enable the Senior Leadership Team (SLT) and other staff representatives to raise and discuss health and safety issues, which includes scrutiny of recent Fire Drill Reports.

All Staff are expected to:

- take “reasonable care” in carrying out their duties
- observe and comply at all times with the requirements of this *Fire Safety Policy*
- know the School’s Fire and Evacuation Procedures
- attend health and safety training on induction, and all further cyclical fire safety training available
- safeguard all persons to whom the School owes a duty of care: pupils, parents, visitors, etc
- exercise awareness in identifying fire hazards and reporting such hazards to the Bursar or the Facilities Manager
- co-operate in applying preventative and protective measures in order to ensure the safety of themselves and others

Where any member of staff has doubts as to fire safety or procedures, they should raise the matter with the Bursar * or the Facilities Manager.

Teachers are responsible for escorting pupils they are teaching at the time the alarm is activated safely out of the building in silence and in an orderly fashion. **Form Teachers** (or their Teaching Assistants or Deputies, in their absence) 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 is passed immediately to the **Fire Marshall/ Emergency Evacuation Officer**.

Pupils are expected to observe the Fire and Evacuation Procedures and any other instructions given in an emergency.

Contract Staff: details of the School’s Fire and Evacuation Procedures are provided to the School’s catering, cleaning, IT and any other contract staff, who are then responsible for making themselves aware of and following such procedures.

Fire Safety Procedures

Briefing New Staff and Pupils

All new staff at Davenies (teaching and non-teaching), and all new pupils, including EYFS pupils, are given a briefing on the School's emergency evacuation procedures as part of their Staff Induction. Evacuation routes are displayed in all classrooms, and staff ensure that all pupils, new staff and visitors know how to proceed on hearing the alarm. A planned Fire Drill is conducted early in every term so that all pupils are aware of evacuation procedures.

The safe evacuation of everyone, staff, pupils and visitors alike, is the main priority at Davenies. Protecting school property comes second. No person should attempt to fight a fire at the risk of their own safety or that of anyone else. On no account should anyone return to a burning building.

Summoning the Emergency Services

The School is covered by RedCare out of hours and should the fire alarm be activated, the emergency services will respond directly. The Bursar or delegated competent person is responsible for summoning the fire and emergency services if the alarm goes off unexpectedly during normal school hours.

Visitors and Contractors

All visitors and contractors are required to sign in at the School Office, where they are issued with a visitor's badge which should be worn at all times that they are on school property, and a leaflet: *Guidance for Adults Visiting or Working at Davenies School*, which contains information about the School's emergency evacuation procedures and where to go in the event of the fire alarm being activated. Visitors are usually supervised by a member of staff throughout their visit. Contractors will undertake a *Safe Start* briefing which will include the action to be taken in the event of a fire. At the end of a visit, visitors and contractors are asked to sign out and are escorted from the premises.

When large numbers of visitors are at the School for open days, drama productions, concerts, etc, a brief announcement is made at the start of the event, and/or additional signs are erected advising visitors of the location of the emergency exits, and where to assemble in the event of the alarm sounding.

Disabled Staff, Pupils and Visitors

In the event of a disabled member of staff or pupil joining Davenies, or an existing member of staff or pupil becoming temporarily or permanently disabled, the School will put in place a Personal Emergency Evacuation Plan (PEEP) (see Appendix F) which will include emergency evacuation arrangements for the individual following a risk assessment. This will cover the means by which arrangements can be made to ensure that an individual's physical or mental abilities or other circumstances do not prevent them from being able to respond to an alarm and safely evacuate the building to a designated place of safety, without the direct intervention of the Fire and Rescue Service.

All members of the Site Team at Davenies are competent in the use of the purpose-built lightweight stairway evacuation chair which is specially designed for moving disabled people downstairs in an emergency. The chair is located in the cupboard on the upper landing in the Lockyer building, but may be moved to a more

suitable location for a permanently or temporarily disabled member of staff or pupil. Unless the individual is in immediate danger, it may be better to assist them to a Safe Refuge and await assistance from the Emergency services.

Fire Precaution and Prevention

Fire Safety law puts fire safety measures into categories, which are all referred to under our Fire and Evacuation Procedures (see Appendix A), or within this policy:

- measures to reduce the risk of fire and the spread of fire
- effective means of escape
- means of fire-fighting
- means of detecting fire and giving warning
- arrangements for action to be taken in the event of fire, including instruction and training, and mitigation of the effects of fire
- other measures prescribed in fire safety regulations

All staff have a responsibility to ensure that their actions or inaction does not pose a risk to others:

- Access to fire exits and fire-fighting equipment must be kept in clear sight and unhindered by furniture, equipment or personal belongings.
- Fire extinguishers should not be moved from their designated position.
- Any damage to or use of fire extinguishers or fire call points must be notified immediately to the Facilities Manager.
- Radiators must not be covered and care must be taken in positioning furniture and equipment close to them.
- Cupboards should be kept tidy, free of general clutter and combustible materials minimised. Where electrical panels are located within a storage area, advice must be sought from the Facilities Manager as to what may be stored safely.
- All fire doors must be unlocked if a building is occupied.
- Doors to classrooms must be closed when the room is unoccupied to reduce the risk of fire spreading.
- Do not position signs or anything else that obscures the vision panel in any fire door.
- Recycle bins should be emptied regularly.
- Corridors should be kept free of litter and personal belongings.
- Display boards in corridors, on fire evacuation routes and on stairways should be made with fire retardant materials and as funds allow, be enclosed. 3D work or loose materials should not be displayed in these areas.
- Sports bags should be stored in the designated shelving and not left on the floor where they may block the rear fire exits from the Tennant Building.
- The Farmhouse loft is not to be used for storage. Other loft spaces can only be accessed with the express permission of the Facilities Manager.

Fire Risk Assessment

Davenies takes a “team approach” towards risk assessment and uses the combined knowledge and skills of the Bursar and the Facilities Manager as the appointed “responsible” bodies, whose delegated duties under the Regulatory Reform (Fire Safety) Order 2005 are to:

make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

In this respect the School’s Fire Risk Assessments meet the regulatory requirements by identifying:

- 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

Fire Risk Assessments are formally recorded and reviewed regularly (at least annually) in light of any changes that occur in the School including alterations to buildings or in the event of an incident that requires further consideration of the evaluation of the risk. The School’s Fire Risk Assessments are stored on the staff area of the School’s Intranet. Fire safety is monitored throughout the year through the Active Monitoring programme and Bursar’s Rounds.

A professional Fire Risk Assessment of the whole School was carried out by Oxford Safety & Risk Management (OSRM) in January 2023.

Dangerous Substances

Davenies ensures that the risks of using dangerous substances are assessed and control measures applied before activities involving the use of such substances are allowed to commence. All persons responsible for the use of dangerous substances will be aware of the following:

- the hazardous properties of the substance(s)
- information on safety provided by the supplier
- the arrangements for handling and storage
- whether there is any likelihood of any explosive atmosphere occurring, and in what places
- whether there are any likely ignition sources, including electrostatic discharges, that may become active
- the scale of the anticipated effects
- such additional safety information as the responsible person may need in order to make an assessment

It is the duty of the Responsible Person to ensure that the risk to others is either: eliminated; or reduced as far as is reasonably practicable. Where it is not practicable to reduce the risk, it must be controlled and the detrimental effects of a fire mitigated.

Records

The following Fire Safety Information is kept on the staff area of the intranet/by the Facilities Manager:

- **Fire Risk Assessments and Reviews**
- **Fire Safety Policy**
- **Fire Procedures and Arrangements**
- **Training Records**
- **Fire Practice Drills**
- **Records of Inspection of Escape Routes** – Undertaken informally on daily basis, and formally as part of termly 'Bursar's Rounds'
- **Certificates** for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment (kept by the *Facilities Manager*)

Other Information

The School is aware that the DfE has a 'memorandum of understanding' with the fire authorities. Under this, the Fire and Rescue Service (FRS) will be involved in building regulations approval, where these apply to new building or alterations. The FRS will take a risk-based approach to additional school premises. For low to medium risk established independent schools such as Davenies, a minimum of three schools a year will be inspected by the FRS in each fire authority on a risk assessed basis.

The local Fire Station conducted a routine visit to the School in July 2021 to familiarise themselves with its layout, evacuation routes and potential fire hazards. The School will act promptly on any future recommendations from the FRS, or other external fire experts, unless recommendations suggest a lower priority.

All Staff are aware of the availability of this *Fire Safety Policy* which should be read in conjunction with the School's *Health and Safety Policy Handbook* – both of which are available to staff on the School's Intranet.

Please see Appendix A: Fire, Evacuation and Drill Procedures for details regarding signage, and pupil and visitor awareness.

APPENDIX A

Fire Instruction Notice

On discovering a fire

- Operate the nearest fire alarm point without delay
- Attempt to extinguish the fire only if minor and you feel confident about doing so
- Fire extinguishers are situated as in Appendix E
- Leave the building by the nearest exit

On hearing the fire alarm

- If you are responsible for a class, evacuate all occupants quietly – no-one should talk or run
- Close all windows and doors behind you
- Proceed to the primary Assembly Point* on the Astroturf next to Sainsbury's Gate
- Appointed persons will check the whereabouts of all pupils, visitors and staff within their designated group, as soon as they reach the Astroturf
- Report anyone who is missing immediately to the Fire Marshall / Emergency Evacuation Officer
- Remain at assembly point until the all-clear is given

In the event of a fire

- Maintain silence
- Do **not** stop to collect your personal belongings
- Do **not** rush
- Do **not** attempt to push past other people

The Bursar * or nominated person will call the Emergency Services.

A First Aid Kit will accompany the School Office staff in the event of an evacuation.

** In the unlikely event that the Astroturf is inaccessible or inappropriate as an Assembly Point owing to the location and nature of the fire/emergency, the secondary Assembly Point is on the School's playing fields.*

APPENDIX B

Emergency Evacuation Guidance

A Fire Drill will be carried out at least once each term. This is to:

- ensure that all people are able to get out of the building in the shortest possible time and in a quiet and orderly manner
- ensure that everyone knows what to do in the event of a fire
- provide information about controlling fire risks, identifying fire precautions, and providing guidance about the action to take if a fire breaks out

The Fire Drill is a regular practice of the routine response to the fire alarm sounding so that, in the event of a real fire, everyone knows exactly what to do. The objective is to evacuate the school buildings and account for all persons on site as safely and quickly as possible.

All staff should familiarise themselves with the exit route from their area(s): there are routes inside each room next to the door. It is important that staff leaving the school site during the day sign out at the School Office so that in the event of a fire alarm sounding, everybody is accounted for, and no time is wasted.

When the alarm sounds

All staff should respond immediately, adopting an attitude appropriate to the seriousness of the occasion. Pupils are expected to be sensible and silent and staff should reinforce this message and lead by example.

Staff responsible for a class should stop the lesson immediately, instruct the pupils to put their chairs under the desks (to minimise obstruction) and line up by the door in silence leaving all equipment behind. Whilst this is happening, he/she should close any open windows if it does not pose any risk or delay to their safe evacuation of the building. Before instructing the pupils to leave, the teacher should ensure that the pupil at the front is suitably responsible and understands the route to follow. This pupil will be leading the way. If there is a supporting member of staff with the class then that person may lead.

The teacher must then check the corridor to ensure that there is no immediate fire risk and choose a suitable moment for the class to enter the corridor so avoiding any congestion. The teacher in charge of the lesson must be the last to leave the classroom. Doors should be closed behind the teacher to reduce the risk of fire spreading.

If the alarm sounds during an outdoor Games or PE lesson, pupils will nevertheless form a line and walk to the Assembly Point as a class. If the alarm sounds during a swimming lesson, the pupils will exit the pool and collect a foil blanket from the pool storeroom before leaving the building in accordance with the pool's Emergency Action Plan.

The pupils may need to be reminded to walk smartly in single file, to keep together with their forms and to remain silent.

Pupils should line up in a straight line in their forms in front of the numbered roundel indicating their year group (displayed on Astro fence).

Form Teachers not teaching at the time should go straight to the lining up point for their class and take over from the subject teacher who has been teaching them when they arrive. Pre-Prep and Junior School Teaching Assistants should also remain with, or join, their class.

Count the boys to see whether or not the whole class is present. To count the boys takes a few seconds but taking the register takes well over a minute. Only take the register if the number counted does not match the number in the class on that day. Full class lists will be available from the *School Secretary*, as will a print-out of the day's absentees. When it is clear that the boys are all present or accounted for, indicate to the Fire Marshall / Emergency Evacuation Officer that this is the case. Form Teachers should stay with their form until they have been dismissed.

Teachers not timetabled to teach when the alarm sounds should first focus on helping with the evacuation of the pupils. They should position themselves along corridors and walkways helping to ensure that the pupils walk purposefully, quietly and sensibly to their meeting point. They may take responsibility for closing corridor windows during this time. Once the boys have congregated in their forms, staff should register themselves at the following points on the opposite side of the Astro:

- **Letter A: Non-Form Teachers, Non-Form Teaching Assistants, Gap Students**
- **Letter B: Support Staff, Extra-Curric Staff, Contract Staff, Volunteers and Visitors**
- **Letter C: Thomas Franks** catering staff
To be registered by the *Chef Manager*
- **Letter D: Peripatetic Teachers**

The member of staff responsible for any **Visitor(s)** must direct them to the relevant Assembly point.

School Office Staff will bring an electronic or printed version of the 'InVentry Evacuation List' (of staff and visitors signed in at the point of the alarm), and will register all those who are currently 'signed in'. Office Staff will confirm to the Bursar * that all staff and visitors are accounted for.

Each Form Teacher and member of staff responsible for a class, group or area, should report full roll or any missing persons immediately to the Bursar * as Emergency Evacuation Officer.

The Facilities Team will carry out a sweep of the school buildings during the evacuation to check all areas are clear of pupils, staff and visitors, and will inform the Bursar * once this is complete.

Where any person is found to be missing, a coordinated search will be organised by the Headmaster and Bursar *. Under no circumstances should a building be entered by an individual. Searches will be made by designated staff in pairs, and by designated area. In coordinating a search the Headmaster and Bursar * will take into consideration whether the evacuation is a planned drill, whether it has been discovered to be a false alarm, or whether there is a genuine fire or threat; and will ask questions such as who is missing, what is their usual location, and where were they last seen.

Where the evacuation is due to a genuine fire or threat, and it is not possible to organise a search without putting other persons at risk, all available information regarding any missing person(s) will be passed to the fire service by the Bursar * immediately upon their arrival on the school site.

The Fire Drill is complete only when the supervising members of staff are satisfied that all persons are accounted for and that there is no further risk.

If any of the drill procedure is unclear to any staff, then please let the Fire Marshall/Emergency Evacuation Officer know.

APPENDIX C

Terrorist Threats

See also Dynamic Lockdown Protocol

Bomb Scare

Any suspicious object, parcel or envelope left unattended and which cannot be identified to its owner, must be reported to the Headmaster, Bursar * or Facilities Manager immediately.

DO NOT TOUCH THE ARTICLE UNDER ANY CIRCUMSTANCES

CONFIRM: Confirm the nature of the device and notify the emergency services IMMEDIATELY

CORDON: On advice from Emergency Services, evacuate and establish a secure cordon

Small parcel – 100m
Bag/Suitcase – 200m
Car – 400m

CONTROL: Establish a control point to assist the arrival of the emergency services and the integrity of the cordon.

The Head or Bursar * must decide whether the building should be evacuated. This decision will be based on:

- discussions with the police (they may know of a hoaxer)
- the nature of the call - is it the voice of a child
- the nature of the site - does the whole School have to be evacuated
- the national situation at the time.

A roll call should be taken and any missing pupils, staff or visitors must be searched for, but only after discussions with, and the consent of senior representatives of, the Emergency Services.

No pupils may take part in any subsequent search which should be conducted by the police and fire service.

Whilst the police may offer advice about the situation the Head alone is responsible for deciding whether the building should be re-occupied.

Evacuation Planning

As with search planning, evacuation should be part of your security plan. In some circumstances it may be better to retreat into protected spaces within your building.

You might need to evacuate your premises because of:

- a threat aimed directly at the building
- a threat received elsewhere and passed on to you by the police

- discovery of a suspicious item in the building (perhaps a postal package, an unclaimed holdall or rucksack)
- discovery of a suspicious item or vehicle outside the building
- an incident to which the police have alerted you

Whatever the circumstances, you should tell the police as soon as possible what action you are taking. The biggest dilemma facing anyone responsible for an evacuation plan is how to judge where the safest place might be. For example, if an evacuation route takes people right past a suspect device outside your building, or through an area believed to be contaminated, evacuation may not be the best course of action. You might have to consider the use of protected spaces.

A general rule of thumb is to find out if the device is external or internal to your premises. If it is within the building you may consider evacuation, but if the device is outside the building it may be safer to stay inside. The decision to evacuate will normally be yours, but the police will advise. In exceptional cases they may insist on evacuation, although they should always do so in consultation with your Security Co-ordinator.

Planning and initiating evacuation should be the responsibility of the Headmaster. The plan may include:

- full evacuation outside the building
- evacuation of one of the building, if the device is small and thought to be confined to one location (e.g. a letter bomb found in the School Office)
- full or partial evacuation to an internal safe area, such as a protected space, if available
- evacuation of all staff apart from designated searchers
- retreat to protected spaces

Evacuation instructions

Evacuation instructions must be clearly communicated to staff and routes and exits must be well defined. Appoint people to act as marshals and as contacts once the assembly area is reached.

Disabled staff should be individually briefed on their evacuation procedures.

Suspected letter or parcel bombs

In the case of suspected letter or parcel bombs - evacuate the Farmhouse and Lockyer Building.

APPENDIX D

Fire & Evacuation Procedures: A Visitor's Guide

- All visitors should sign in and out in the School Office
- The **fire alarm is a continuous siren**, and on hearing this sound all visitors should immediately evacuate the building
- The primary Assembly Point* is on the Astroturf adjoining the Sainsbury's boundary. This is to the rear of all the School buildings
- Exit points are as follows:

<i>Jubilee Building</i>	exit via the nearest marked fire exit and proceed to Astroturf
<i>Lockyer Building</i>	exit via the nearest of the three ground floor exits giving access to the car park or Headmaster's Lawn, and proceed to Astroturf
<i>Main Farmhouse</i>	exit via the main wooden door to the rear giving access to the Headmaster's Lawn, and proceed to Astroturf
<i>Stable Block Flat</i>	exit into the car park, and proceed past the Swimming Pool to the Astroturf
<i>Newton Building</i>	exit via foyer or Dining Room door giving access to the car park, and proceed past the Swimming Pool to the Astroturf Catering staff to exit via nearest fire exit giving access to the car park, and proceed towards Astroturf
<i>Tennant Building</i>	exit via the foyer, or the nearest marked fire exit where foyer is inaccessible, and proceed past the Swimming Pool to the Astroturf

- All visitors should follow instructions given by the member of staff acting as host, or the Fire Marshall /Emergency Evacuation Officer
- The **Dynamic Lockdown** alarm is **an on off on off siren**, and on hearing this sound all visitors should move as quickly as possible to the nearest safe space out of sight
RUN, HIDE, TELL and await further instructions from a member of staff

** In the unlikely event that the Astroturf is inaccessible, or inappropriate, as an Assembly Point owing to the location and nature of the fire/emergency, the secondary Assembly Point is on the School's playing fields.*

APPENDIX E

Location of Fire Extinguishers

CO ₂	Carbon dioxide
D/P	Dry Powder
W	Water

External Areas

Cub Hut	1 × CO ₂ , 1 × W
Garage (Front Shed)	1 × D/P, 1 × CO ₂
Grounds Shed	2 × Multi-purpose D/P
Site Team Shed (Spider Shed)	1 × D/P, 1 × CO ₂
Drum Cabin	1 × CO ₂
PE Office Cabin	1 × W
Second Hand Uniform Shop	1 × W

Jubilee Building

Library	1 × W, 1 × CO ₂
Atrium	1 × W, 1 × CO ₂
Reception Foyer	1 × W, 1 × CO ₂
Basement Foyer	1 × W, 1 × CO ₂
Pre-Prep Hall Foyer	1 × W, 1 × CO ₂
Year 1 breakout space	1 × W, 1 × CO ₂
Year 2 breakout space	1 × W, 1 × CO ₂
First Floor Landing	1 × W, 1 × CO ₂
The Link	1 × W, 1 × CO ₂
Year 3 corridor	1 × W, 1 × CO ₂
Kitchen	1 × CO ₂ , 1 × Fire Blanket

Lockyer Building – Ground Floor

Ground Floor exits	3 × W
Computing Room	1 × CO ₂
Science Lab	1 × CO ₂ , 1 × W, 2 × Fire Blanket
Photocopier by TV screen	1 × CO ₂

Lockyer Building – First Floor

Art Room Mezzanine	1 × D/P, 1 × CO ₂
Corridor outside Art Room	1 × W, 1 × CO ₂
Top of Stairs (Year 5 end)	1 × W

Main Farmhouse – Ground Floor

Bursar's Office	1 × CO ₂
Corridor (by black door Medical)	1 × W

Farmhouse Door Entrance	1 × W, 1 × CO ₂ (by colour photocopier)
Main Glass Entrance	1 × W
Medical Room	(None)
School Office	1 × CO ₂

Main Farmhouse – First Floor

Corridor outside LS Classroom	1 × W, 1 × CO ₂
Landing outside Staff Work Room	1 × W, 1 × CO ₂
Landing outside SLT Office	1 × CO ₂
Staff Kitchen	1 × Fire Blanket
Top of Stairs by Staff Kitchen	1 × W, 1 × CO ₂

Main Farmhouse – Second Floor

Loft	1 × W
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Stable Block (Flat)

Entrance	1 × W, 1 × CO ₂
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Newton Building

Dining Room	3 × W, 1 × CO ₂
DT Room	1 × CO ₂
Music Department	1 × W, 1 × CO ₂
Foyer	1 × W, 1 × CO ₂
Kitchen	1 × CO ₂ , 1 × Wet Chemical, 1 × Fire Blanket
Plant Room	1 × CO ₂ , 1 × D/P
Staff Changing Rooms	1 × W, 1 × CO ₂
Upstairs Corridor	2 × W, 2 × CO ₂

Tennant Building

Changing Rooms / Boot Room	1 × W, 1 × CO ₂
PAC Control Room	1 × CO ₂ , 1 × W
Electric Cupboard	1 × W, 1 × D/P
Drama Office	1 × CO ₂
PAC	1 × CO ₂
Pool Plant Room	1 × D/P
Pool Viewing Gallery	2 × W
Loft Plant Room	1 × CO ₂
Top of Main Stairs	1 × W
Top of Rear Stairs	1 × W, 1 × CO ₂

APPENDIX F

Personal Emergency Evacuation Plan (PEEP)



DAVENIES

Date of PEEP: 21/11/2024					
Date to be reviewed: 30/11/2024					
New PEEP (tick as appropriate)	☒	Revised (change in circumstance)	☐	Annual update	☐
	Name of Pupil: Joe Bloggs				
	D.O.B.: 06/11/2016				
	Form/Year Group: 5A				
	Location of form room and building: Year 5, Lockyer + various locations around the site				
	Form Teacher/Tutor: Mr Allen				
PEEP Lead at the school: John Wilcox, Facilities Manager					
Those involved in developing the PEEP: Facilities Manager School Nurse (Laura Rose)					

Consider	Yes	No	Comments
Does the pupil change rooms during the day – taking them to more than one location within the building or site?	✓		
Does the pupil have difficulty identifying or reading emergency exit signs?		✓	
Does the pupil experience difficulties hearing the fire alarm?		✓	
Is the pupil likely to experience difficulties independently travelling to the nearest emergency exit?	✓		
Does the pupil experience difficulty using stairs?	✓		
Is the pupil dependent on a mobility aid for walking or a wheelchair?	✓		Crutches
If the pupil uses a wheelchair, do they have difficulty transferring from this without assistance?		✓	
Can the pupil person raise the fire alarm upon discovering a fire? <i>If No, detail the procedures agreed with the pupil about how they will inform someone of this</i>	✓		The boy will inform the nearest supervising adult
How is the child/young person to be informed of an emergency evacuation?			
Existing Alarm	✓	Visual Alarm	
Vibrating Pager		Other (specify):	

Provide details of the methods of assistance (e.g. transfer procedures and methods): The supervising adult will assist and accompany the boy to the Astro, assisting with weight bearing especially when using stairs. Site Team will attend location of child as shown in timetable to assist with evacuation which allows for the use of the evacuation chair if required.
Training in use of equipment provided by: Site Team, Nurse & Bursar
Persons receiving training: Adam Fearon, Site Maintenance Assistant Tony Connelly, Head of Grounds Charles Galligan, Site Maintenance Assistant John Wilcox, Facilities Manager Laura Rose, School Nurse Jill Long, Bursar
Date: 21/11/2024
Date to be reviewed: 30/11/2024
Comments: Joe Bloggs is able to independently move around the site using crutches and can negotiate stairs in a slow and cautious manner.

Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the child/young person and the responsible person/designated assistant?	✓	
Has a copy of the exit route been attached?		✓
Has the equipment detailed above been tried and tested?	✓	
Have any issues been satisfactorily resolved?	✓	
Has a copy of this form been sent to the person responsible for the fire evacuation within the school/setting?	✓	
Has the fire safety competent person informed all relevant staff of these arrangements, e.g. Class Teacher, Teaching Assistant etc.?	✓	
If No to the any of the above, please explain and detail next steps: Joe Bloggs has been informed of the procedure, along with his form tutor and notes added to iSAMS for Teachers and supervising adults		
I am aware of the emergency evacuation procedures and am in agreement with the plan set out above	Signature of Parent/Carer	
I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis	Signature of Headmaster/Bursar	

The completed Personal Emergency Evacuation Plan should be held:

- In the Pupil's individual record
- By the Bursar (as person responsible for Fire Safety)
- By the Form Teacher
- By the Designated Assistant
- In the Fire Safety Records