



FIRE AND EVACUATION PROCEDURES

Whole school and EYFS

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds (Head)

Date reviewed: December 2025

Date of next review: August 2026

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION ON DISCOVERING A FIRE

On discovering a fire:

- Raise the alarm by striking the nearest 'fire call' point.
- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.
- Staff will then follow the procedures detailed under Section 2.

2. ACTION WHEN THE FIRE ALARM SOUNDS

The emergency services are alerted through the fire alarm system. The school receptionist/Front Office Manager will also call the fire brigade. The Head ensures that access is clear for emergency vehicles at all times.

The fire marshals will do a sweep of the building to ensure that the building is evacuated, and to re-direct the evacuation if necessary. This forms part of their own evacuation and is achieved through each person checking certain areas.

All members of staff will take responsibility for the evacuation of the building in the following way:

- They escort children out of the building to the fire exit indicated on the plan in each room.
- Keep children calm.
- All children must be quiet and walk, not run, during the evacuation.
- Children must not stop to pick up bags or go to the toilet.
- If possible, classroom doors and windows should be closed and lights switched off.
- The school assembles on the astro pitch.
- Children line up in classes, from Year 6 to Reception.

Head (or member of the SLT if the Head is absent):

- Ensure all children and staff are evacuating the building according to this policy.
- Ensure all pupils and staff have evacuated the building and are safely awaiting instructions at the place of safety/assembly point (astro pitch).
- The fire system alerts the local fire brigade of the need to attend.
- Check the fire panel to identify the area affected and ensure that the fire brigade is attending (phone 999 as a back-up).



- Meet the emergency services at the front gates of the school and wear a Hi Vis vest in order for emergency services to identify the responsible person on-site.
- Confirm that all children and adults have evacuated the building.
- Inform the fire brigade of the context and location of the fire panel.
- Communicate with parents as required.

Office Manager:

- Take the pupil register.
- Take the staff register, visitor book and keys to the place of safety/assembly point.
- Go straight to the fire assembly point to inform the Head where the fire is.

Health and Safety Officer:

(Duties to be carried out by the Office Manager in case of absence)

- Record the incident in the fire book after the event.

The 'sweeps' are listed in Appendix 1.

Class Teachers

Class teachers call the register and report to the Head as correct by raising their hands to show all children are present. Any names of missing children are immediately reported to the Head. This is cross-referenced with the registers before a search is organised by the Head.

Disabled persons/persons lacking in mobility

Disabled children are the responsibility of the designated teaching assistant or teacher.

They will be evacuated through the nearest designated fire exit and will follow procedure as detailed in their Personal Emergency Evacuation Plan (PEEP).

Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.

Disabled staff are the responsibility of designated colleagues. They will be evacuated through the nearest designated fire exit and will follow procedure as detailed in their Personal Emergency Evacuation Plan (PEEP).

The designated refuge point for persons who are unable to evacuate for any reason is at the top of the staircase beside the world map. The person designated to check the first floor (modern block) in the event of a fire will assist any person waiting in the refuge area. If the designated person does not present themselves at the assembly point and it is suspected that he/she is still indoors, firefighters will need to be alerted immediately.

3. ALERTING THE FIRE AND RESCUE SERVICE

The school's fire alarm monitoring service will call the fire brigade when the alarm is activated. The Head will also dial 999 to call the fire service. Other emergency services will be called if necessary.

The Head will check with the Health and Safety officer or the Office Manager in his/her absence to ensure that vehicular access to the site is clear to allow access to the emergency services.



In the event of any casualties, these will be looked after by the designated first aid officers, who will have the responsibility for liaising with the ambulance service.

4. ROLL CALL

The children line up in alphabetical order and year group on the astro pitch. Class Teachers check the register and confirm all present by raising their hand. The Head checks the 'hands' and informs the Health and Safety Officer when all children are accounted for. Should a child not be present, the Head commences a full search and informs the fire brigade on their arrival, and calls the police. Adults report to the Office Manager who confirms that all adults have been accounted for.

5. FIRE DRILLS

Fire and evacuation drills are carried out at least termly, at different times of the school day. Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed, for example, 'missing' children and blocking an exit are scenarios that are rehearsed.

The Health and Safety officer has responsibility for keeping records of the drills, and detailing any further action required. The Head and the Health and Safety officer have responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system. Feedback is given at the next staff meeting. Recommendations are discussed at health and safety committee meetings and are reported to the Head of Governance and the proprietor.

The first drill of the year is carried out as soon as possible at the start of the autumn term so that all new children and staff are aware of the procedures. This is repeated at the start of all new terms.

6. STAFF ABSENCES

If the Head is absent, his/her duties are taken over by the Health and Safety Officer.

If the Health and Safety Officer is absent, her duties are taken over by a member of the SLT.

7. VISITORS AND CONTRACTORS

All visitors/supply staff and contractors must report to the school office, using the electronic system, InVentry, on arrival and before leaving the premises. Visitors are provided with a leaflet explaining the procedures in the event of an alarm sounding. At events, instructions for evacuation are provided before the event starts.

In the event of a fire evacuation the Office Manager is responsible for notifying all visitors of the fire policy and procedures and/or escorting them to the fire assembly point. This includes after-school club staff.

Contractors, including any contract cleaners working on the premises, shall be informed by the Head during induction of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape and location of the fire
- assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work.

Contractors' employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire service. This information will be passed on at the start of the contract by the Health and Safety Officer and/or the Head



The risk of fire arising out of the work of any contractor at the premises will be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Hot working cannot occur unless the risk assessment and contract/permission/policy has been seen and agreed before work starts.

Parents attending assemblies and performances will be advised by the leading staff member responsible for the event where the fire exits are located and the assembly point.

Persons who organise after-school clubs or events will be informed or given written instructions regarding what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

10. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

In the event of a real fire during the school day, the school will, if necessary, evacuate to Kensington Prep located at 596 Fulham Rd, London SW6 5PA, which will be used as a refuge. Parents will be notified at the earliest possible moment of any alternative arrangements.

11. FIRE ALARM TEST

The fire alarms and call points are tested once a week (on Mondays between 07:50 and 08.20) by the Head, a member of the SLT and one other fire marshal in the event of their absence. They have responsibility for reporting any defects to Banham. The Health and Safety Officer and Head, together ensure that any repairs are undertaken immediately. Records are kept in the Fire folder in the front office.

12. FIREFIGHTING EQUIPMENT

Firefighting equipment will be examined and tested at least once a year by a competent service engineer. Visual checks are carried out weekly by the Health and Safety Officer. A Fire Risk Assessment (FRA) is carried out annually by an external contractor.

This document will be brought to the attention of staff during their induction.

APPENDIX 1



'Sweeps':

Mr James and Mr Alex (first floor).

Miss Suzie, Miss Ruth and Miss Celine.

APPENDIX 2

The 'lockdown' procedure is enacted when an uninvited intruder enters the building with intent to harm and when there is a drone flying over the school.

- In the event of the need to lockdown (whistles blown), the staff and children must stay in their classrooms until notified that it is safe to evacuate.
- The Head and/or Office Manager calls 999 and alerts the police. The school follows the guidance/instructions of the police. Parents are asked not to attend the school or to communicate regarding the context via social media as directed by the police, until police amend that directive.
- Parents will be kept informed of developments.