



PINEWOOD

Est. 1875

FIRE POLICY

A Whole-School policy including the EYFS

INTRODUCTION

Overall responsibility for fire precautions within Pinewood School belongs to the Headmaster assisted by the School Fire Officer (Deputy Head Prep), the Deputy School Fire Officer (Estates Manager) and the Deputy Head of the Pre-Prep for all matters concerning fire safety in the Pre-Prep and Early Years. This Fire Policy Statement reflects the importance which Pinewood School attaches to the safety of its staff, pupils, visitors and other persons who may be affected by its activities and its property.

All visitors to Pinewood will be given Fire Procedure information, which includes PEEPs, by Reception Staff upon arrival.

Pinewood takes all reasonable and practicable steps to achieve the objectives and measures outlined below, in the manner that this statement sets out.

The School will comply with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable fire safety legislation and standards. Where the School could be granted exemptions from specific regulations, it is the School's policy that fire precaution standards and arrangements will be, so far as possible, at least equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines.

Overall responsibilities for fire precautions are exercised through the Governance Committee. They delegate a range of responsibilities to the School Fire Officer, Deputy Fire Officer and Deputy Head of Pre-Prep for all matters concerning fire safety in in the Pre-Prep and Early Years.

All members of staff, students, contractors and visitors are required to follow the standing instructions and fire procedures approved by the Governance Committee. In particular, in the event of a fire alarm sounding in a school facility, occupants must evacuate the building and only re-enter upon the instruction of the designated Fire Officer or the Fire Brigade.

Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Fire Officer, Deputy Fire Officer, Deputy Head of Pre-Prep and Heads of Department will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials;

- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Consult on a termly basis with the Fire Marshals;
- Include fire prevention and evacuation procedures during the induction process with all new starters;
- Pay close attention to the activities of contractors as appropriate including Hot Working procedures;
- Ensure all purchases of furniture and soft furnishings should comply to the Furniture and Furnishings Fire Safety Regulations 1988/1989, 1993,2010.

Fire Records

These include keeping records of the following:

- The fire risk assessment and its review
- Fire Procedures and Arrangements
- Training Records
- Practice Drills
- Certificates for the installation and maintenance of fire fighting systems and equipment

During a fire the main consideration is to evacuate everybody safely. Protection of property is incidental.

Pinewood School carries out fire risk assessments taking into consideration all employees and all other people who may be affected by a fire in the premises and to make adequate provision for any disabled people with special needs who use or may be present on the premises.

The school operates a Personal Emergency Evacuation Plan System (PEEPs) for any member of the Pinewood Community who is disabled and requires an evacuation plan. Visitors are informed by Reception Staff that this system is in operation and available if assistance is required. All staff are made aware that a PEEP has been created for a pupil and will take responsibility for the evacuation when required. It is the responsibility of the line manager, Head of Department or Senior Leadership team to create a PEEP for a member of staff if required.

The school provides and maintains such fire precautions as are necessary to safe guard those who are on the premises.

The school provides information, instruction and training to relevant persons about the fire precautions in the premises.

All fire risk assessments take into account any combustible materials e.g. paper, combustible fabrics, plastics, flammable substances e.g. paints, thinners, chemicals, flammable gases and ignitions sources e.g. naked flames, sparks, portable heaters and smoking materials. The school reviews its Fire Risk Assessments on an annual basis.

The School has sufficiently trained a number of Fire Marshals to assist with fire prevention, fire awareness and evacuation and clearing procedures. The nominated fire marshals, including their areas of responsibility are listed at Appendix 5.

All new staff are provided with Fire Awareness training as part of the induction process and further training is given when required. Fire Awareness Training is updated for all staff every 3 years. In addition all staff are required to sign to say they have read and understood this Fire Policy on an annual basis. Key boarding staff and catering staff have also undertaken a Fire Extinguisher Course run by the Oxfordshire Fire Service.

The school is committed to maintaining and checking clear emergency routes and exits, signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers. The complete fire alarm system is maintained and checked annually by Pyrotec Systems and this includes smoke and heat detectors, sounders and emergency lighting. The maintenance staff carry out weekly call point checks and monthly fire extinguisher and fire door and escape route checks. Details of all checks are held in the fire folder in the Deputy Head's office or in the Fire Safety Security Record held in the Fire Box below the main school Fire Folder panel.

The school has a good working relationship with Oxfordshire County Council Fire Service and the local Faringdon Fire Brigade.

Fire Emergency Plan

ACTION TO BE TAKEN ON DISCOVERING A FIRE

Immediately sound the fire alarm from the nearest fire alarm call point and follow the evacuation procedure (see below).

The Fire Brigade should be called immediately to any fire, however small.

No attempt should be made to fight the fire until evacuation is complete and then only if safe to do so. Where possible, staff should contain the spread of smoke and fire by closing doors, but only where there is no risk to their own safety.

Staff should only attempt to fight the fire using the fire extinguisher if they are confident to do so and if it is safe to do so.

Pupils must **never** be asked to help fight the fire.

FIRE INSTRUCTIONS

BY DAY In the event of the fire alarm ringing:

- A. Assembly Point**
Muster Station – **on the grass outside the front door of the main building. If in Sports Hall go to Staff Car Park and if in Changing-Rooms go to Hard Courts.**
Gather by classes IN SILENCE
- B. Roll Call**
To be read out by the Deputy Head or the Senior Member of staff on Duty from form lists found in folders in the Fire box opposite the IT Support Room and the Pre-Prep entrance
- C. Day (07.00 – 18.30)**
Reception staff to phone Estates Manager immediately on hearing the Fire Alarm.
Fire Marshals to locate fire from panel and take appropriate fire prevention measures.
Responsible persons to close all doors and windows in their designated area of the school. Children to proceed to Muster Stations accompanied by adults if possible.
Fire Marshals and responsible persons to ensure all areas are cleared of children and adults and report to Headmaster when their area is clear and swept. Non-academic staff will be accounted for by their relevant line manager. Academic staff will be accounted for by the Head of Boarding who is a designated fire Warden and by Head of Pre- Prep in the Pre- Prep.
Senior staff member (Headmaster) to take red fire Warden tabards and the Red Fire Safety Security Record folder to the Muster point.
- D. Kitchen Staff**
Domestic Manager, who is a nominated Fire Marshal, must ensure all naked flames are extinguished, and Gas Supply is isolated. Doors are to be closed before going to the Muster Station.
- E. Matrons/Nurses**
Must ensure all patients in the Surgery are escorted to the Muster Station. Nurses to set up First Aid Post and to wear green tabards.

NIGHT (18.30 – 07.00)

- A. All boarders will get up, put on dressing gowns and slippers and go downstairs and out to the muster station unless otherwise instructed.
- B.

Headmaster and/or designated Fire Marshal	To assess the situation and act appropriately
Matrons	Longaford, Acorn Wood, Dartfordleigh, Doone , Surgery, Sugar Hill Ashford, Charlbury -GIRLS
Assistant Boy's Housemistress	Wanborough, Fernworthy, Happy Valley, Merripit, Laughter and Cherrybrook -BOYS

Reception Responsibilities

The Systems Administrator (or in their absence the School Secretary) will be responsible for taking the daily registers and the Visitors Book to the collection point.

In the Pre-Prep and main school office corridor there is a folder marked **Fire Evacuation Lists**. These lists contain information on the location of pupils and staff at any time. The Systems administrator is responsible for the upkeep of these lists.

In it at all times there should be the following lists:

Prep School Form List	(Systems Administrator responsible)
Pre-Prep Form List	(Systems Administrator responsible)
Nursery List	(Systems Administrator responsible)
Prep School Timetable	(Director of Studies responsible)
Pre-Prep Timetable	(Head of PP responsible)
Music Lessons Timetable	(Head of Music responsible)
Music Practice Timetable	(Head of Music responsible)
Extra Tuition Timetable	(Head of SEND responsible)
Activities List	(Head of Activities responsible)
Dormitory List	(Matron responsible)
Staff List (inc. matrons, domestics etc.)	(Bursar responsible)

Duty Staff

During breaks and games/activities:

All staff to get children as quickly as possible to the relevant assembly point. The pupils should again line up by form. The Lead duty member of staff monitors/directs persons to the assembly point on hearing the alarm. During Top Field break times for Pre-Prep and Early Years, staff are required to line up children in silence and wait for the registers to be taken. Children and staff are to remain on Top Field until instructed otherwise by the Headmaster.

Boarding Team

Between 6.30 pm and 8.30pm

If the alarm sounds in the Main Building the assembly point is **on the grass outside the front door of the main building**.

Duty member of staff collects the Daily Register from the box below the fire panel and takes it to the assembly point to check day children who are still on the premises. The Dormitory list will provide the checklist for boarders.

Boarders should line up in dormitory order. Day pupils should line up together. (After 7.30pm the Dormitory List will provide a checklist of all pupils since it will provide Flexi Boarder information)

The Headmaster or senior staff present to collect the Fire Safety Security Record Folder (located under main fire panel)

BY NIGHT

After 8.30pm until 7.00am

- C. All boarders will get up, put on dressing gowns and slippers and go downstairs and out to the muster station unless otherwise instructed.

Headmaster and/or designated Fire Marshal	To assess the situation and act appropriately
Matrons	Longaford, Acorn Wood, Dartfordleigh, Doone , Surgery, Sugar Hill Ashford, Charlbury -GIRLS
Assistant Boy's Housemistress	Wanborough, Fernworthy, Happy Valley, Merripit, Laughter and Cherrybrook -BOYS

All Persons

General points

Please make sure that Fire Doors are kept shut at all times and that doors marked 'Close at Night' are closed when the boarders are in bed.

Do not take fire extinguishers off the walls and use them as doorstops.

Report any potential fire hazards (e.g. loose wires in plugs, faulty light switches etc. to the Estates Manager.

Fire Drills and Drill Procedures

The Fire Officer will go through all the fire drill procedures with relevant pupils at the beginning of each term. Please could Form Tutors check that their Forms have understood and are familiar with the procedures, and Matrons to check with boarders. Pre-Prep and Early Years Teaching staff are to go through fire procedures with their classes every term.

Day Time Fire Drill (incl alternative escape route) x 1 per term

Late drill using alternative escape routes x 1 per term

The Headmaster or senior staff present to collect the Red Fire Safety Security Folder (located under main panel)

To Call The Fire Brigade

a. Dial 999

b. Give Operator your telephone number and ask for "FIRE".

c. When the Fire Service replies give call distinctly "**Fire at Pinewood School, Bourton, Near Shrivenham –1 mile off the A420**"

Do not replace the receiver until the Fire Service has repeated the address correctly.

This policy statement will be reviewed by the Fire Safety Officers annually or at more frequent intervals if there are relevant legislative changes.



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Appendix 1

FIRE INSTRUCTIONS

BY DAY

In the event of the fire alarm ringing:

F. Assembly Point

Muster Station – **on the grass outside the front door of the main building. If in Sports Hall go to Staff Car Park and if in Changing-Rooms go to Hard Courts.**

Gather by classes IN SILENCE

G. Roll Call

To be read out by the Deputy Head or the Senior Member of staff on Duty from form lists found in folders in the Fire box opposite the IT Support Room and the Pre-Prep entrance

H. Day (07.00 – 18.30)

Reception staff to phone Estates Manager immediately on hearing the Fire Alarm.

Fire Marshals to locate fire from panel and take appropriate fire prevention measures.

Responsible persons to close all doors and windows in their designated area of the school. Children to proceed to Muster Stations accompanied by adults if possible.

Fire Marshals and responsible persons to ensure all areas are cleared of children and adults and report to Headmaster when their area is clear and swept. Non-academic staff will be accounted for by their relevant line manager. Academic staff will be accounted for by the Head of Boarding who is a designated fire Warden and by Head of Pre- Prep in the Pre- Prep.

Senior staff member (Headmaster) to take red fire Warden tabards and the Red Fire Safety Security Record folder to the Muster point.

I. Kitchen Staff

Domestic Manager, who is a nominated Fire Marshal, must ensure all naked flames are extinguished, and Gas Supply is isolated. Doors are to be closed before going to the Muster Station.

J. Matrons/Nurses

Must ensure all patients in the Surgery are escorted to the Muster Station. Nurses to set up First Aid Post and to wear green tabards.

NIGHT (18.30 – 07.00)

- D. All boarders will get up, put on dressing gowns and slippers and go downstairs and out to the muster station unless otherwise instructed.

Headmaster and/or designated Fire Marshal	To assess the situation and act appropriately
Matrons	Longaford, Acorn Wood, Dartfordleigh, Doone , Surgery, Sugar Hill Ashford, Charlbury -GIRLS
Assistant Boy's Housemistress	Wanborough, Fernworthy, Happy Valley, Merripit, Laughter and Cherrybrook -BOYS

PRE-PREP FIRE EVACUATION SYSTEM

In the event of a fire:

- Head of Pre-Prep or Pre-Prep Administrative Assistant to take bag of registers to muster point and fire folder.
- All assistants to check their assigned areas before leaving the building and report to Head/Deputy of Pre-Prep.
- All teaching staff to take their children out to muster point, count them and take register outside.
- All doors to be closed when leaving the building.

DURING TEACHING TIME

<u>NURSERY</u>	<u>RECEPTION</u>	<u>YEAR 1</u>	<u>YEAR 2</u>
Nursery block & toilets, Early Years playground.	Reception classes, toilets, m-purpose room, staff room	Classes, library theatre., Year 1 & 2 toilets.	Classes, Year 1 & 2 toilets, & workroom
ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT

DURING NON-TEACHING TIME / PLAYTIME

All teaching staff to walk and collect their class. Sole responsibility is their class of children.

- If children are on Top Field, staff to line children up in silence, count and roll call.
- All assistants (who are not on duty) are to check all areas in Nursery, R, Y1, Y2 (see above for specific areas) for any children who may be left. They are then to report that all areas are clear to Head/Deputy of Pre-Prep.



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Appendix 3

**Personal Emergency
Evacuation Plan
(PEEP)**

It is the responsibility of the individual to notify the School if they require assistance to evacuate in an emergency situation

Fire Safety

Emergency evacuation questionnaire for disabled staff/ students and visitors who require assistance.

1. Why you should fill in this form

As an organisation we have a legal responsibility to protect you from fire risks and ensure your health and safety. To do this properly we need to know:

if you require information about our emergency evacuation procedures and if you need assistance during an emergency.

It shouldn't take you more than a few minutes to complete the form.

2. What will happen when you have completed the form?

We will be able to provide you with any information you need about the emergency evacuation procedures in the building(s) in which you work/study.

If you need assistance, we will be able to work out a "Personal Emergency Evacuation Plan" for you. To do this we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your Line Manager or your Head of Department/Form Tutor/Teacher and School Nurse and the person(s) in charge of the building(s) in which you work/study. Please be assured that you are not a safety risk. Any potential difficulties belong to us and the buildings in which you work or study.

PEEP Part 1: Personal Information

Name of Person	
Staff / Pupil	
Department / year	
Disability Contact	
Line Manager	
Form Tutor	
Head of Department	

(please tick as appropriate)

Mobility impairment		Visual impairment	
Hearing impairment		Medical condition e.g. Asthma	
Difficulty reading signage		Temporary impairment e.g. broken limb	
Pregnancy		Other	

(please delete as appropriate)

Do you have a full time personal assistant?	YES	NO
Can you hear audible alarm signals?	YES	NO
Can you use stairs safely in an emergency?	YES	NO
Would you use the stairs without assistance?	YES	NO
Can you follow exit signage without assistance?	YES	NO

Do you use a wheelchair and/or any other device to aid your mobility?	YES	NO	
<i>If yes to above, please describe:</i>			
If you use a wheelchair, it is a manual or electric chair?	Manual	Electric	N/A
Will you use your wheelchair at all times while you are at university?	YES	NO	
Can you self-transfer?	YES	NO	

Are there any other measures that could be introduced that would further aid your evacuation in an emergency?	YES	NO
<i>If yes to above, please state:</i>		

Are you using School Boarding accommodation?	YES	NO
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PEEP Part 2: General Information

Department or Area of School employed in. Area of School for Pupil/Teacher e.g. Pre Prep, Lower School.	

Times of Lunch and Breaks	
Additional Notes	

Additional Information

Part 3: Personal Emergency Evacuation Plan

Name	
Staff / Pupil	
Location(s)	

Awareness of procedure

I am informed of an emergency evacuation by: (Please Tick)

- Existing alarm system
- Visual alarm system
- Pager device
- Other (please specify)

Designated assistance: (The following people have been designated to give assistance when I need to get out of the building in an emergency).

Methods of assistance: (e.g.: Transfer procedures, methods of guidance, etc.)

Equipment provided/Required

Agreed means of escape

On hearing the alarm

On discovering a fire

Conclusions/Recommendations:

Signed

Individual _____ Date _____

HOD/Manager/
Teacher _____ Date _____

School Nurse _____ Date _____

This document is to be reviewed if any of the following circumstances alter (Please Tick)

- Change in disability
- Change in circumstances
- Change in building layout
- Change in staff

Comments:-

Signed

Individual _____ Date _____

HOD/Manager/
Teacher _____ Date _____

School Nurse _____ Date _____



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Appendix 4

EMERGENCY ACTION PLAN SPORTS HALL

ASSEMBLY POINT – Staff Car Park

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM BY SHOUTING **FIRE FIRE FIRE AND ACTIVATING NEAREST CALL POINT**
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- ASSIST DISABLED CHILDREN/STAFF AS PER INDIVIDUAL PEEP.
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY



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Appendix 4a

EMERGENCY ACTION PLAN CHANGING ROOMS

ASSEMBLY POINT – Hard Tennis Court

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM BY SHOUTING FIRE FIRE FIRE AND ACTIVATING NEAREST CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- ASSIST DISABLED CHILDREN/STAFF AS PER INDIVIDUAL PEEP.
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY



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Appendix 5

Nominated Fire Marshals

Colin Acheson-Gray (Deputy Head/ Fire Officer) – To account for children in the Prep School.

Gary Vaughan (Estates Manager / Deputy Fire Officer) – Liaise with Fire Service and all technical assistance. Account for Estates & Maintenance Team.

Philip Hoyland (Headmaster) – To manage fire evacuation.

Henrietta Hoyland (Headmaster's Wife) – To assist Headmaster, especially at night time.

Ed Benbow (Head of Boarding) – To account for teaching staff in the Prep School.

Vanessa Buckley (Deputy Head of Pre-Prep / i/c Fire Safety Pre-Prep) – To account for children in Pre-Prep.

Helen Cook (Boys' Assistance Housemistress) – To assist with evacuation. Sweep and clear boys' dorms at day and night.

Resident Gap Matrons – To assist with evacuation. Sweep and clear girls' dorms at day and night.

Laura Smyth (Head of Lower School) – To sweep and clear Lower School.

Tom Lloyd (Head of Geography & resident in cottage) – To sweep and clear Upper School.

James Siebert (Director of Sport & Senior Master) – To sweep and clear Sports Hall and Changing Rooms.

Nicki Saunders (Head of Early Years) – To assist Deputy Head of Pre-Prep.

Parris Bigley (Teacher /resident in cottage) – To assist with fire safety and evacuation.

Tom Fogden (GAP Coordinator & Sports Coordinator/resident in cottage) – To assist with fire safety and evacuation. Attend Fire Panel.

Ian Cookson (Maintenance) – Attend Fire Panel and assist Deputy Fire Officer.

Susan Clark (Domestic Manager) – To extinguish all naked flames, isolate gas supply, sweep and clear kitchens.

Adam Thompson (Head Groundsman and Caretaker) – To Attend Fire Panel after school hours

Other responsible persons with designated areas:

Eleanor Lyon-Taylor (Head of Middle School) – To sweep and clear Middle School.

Niki Bell (Head of Music) – Music Department.

Paul Minter (Head of Art) – Art Room and Theatre.

Nurses – To evacuate Surgery and set up First Aid post.

Nicky McAvoy (Bursar) – Admin Department.

Emma Price (Head of SENCO) – Learning Skills Department.

Ruth Hall (Head of Pre-Prep) – Pre-Prep Staff.

Reviewed & Updated October 2018
Reviewed by Colin Acheson-Gray, Fire Officer
Next Review Date: October 2019