



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 Designated Fire Officer (Deputy Head Prep), the 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 told upon signing-in at Reception if a Fire Alarm is scheduled for the duration of their stay, otherwise they must assume any alarm is a genuine fire evacuation and they must leave the building at the closest fire exit and head to the Front Lawn. A Personal Emergency Evacuation Plan (PEEP) can be provided on request, details of which can be found later in this document.

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 Designated Fire Officer, Estates Manager and Deputy Head of Pre-Prep for all matters concerning fire safety 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 Designated Fire Officer, Estates Manager, 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;
- All staff to undertake advanced Warden level training
- 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 with the Furniture and Furnishings Fire Safety Regulations 1988 (amended 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 firefighting systems and equipment
- Lockdown Procedure and Drills

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 if 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 safeguard 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 consider 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 commissioned new Fire Risk Assessments (July 2022) and reviews them on an annual basis or at a point of significant material change to school buildings or operations.

From January 2024, all School staff are trained to Fire Warden level to assist with fire prevention, fire awareness and evacuation and clearing procedures. Relevant Heads of Section and Line Managers are responsible for ensuring their respective areas are clear and for undertaking the roll call during evacuations.

All new staff are provided with Fire Awareness training as part of the induction process and further training is given when required. Full Fire Awareness Training is updated for all staff every 3 years (January 2023). In addition, all staff are required to sign to say they have read and understood this Fire Policy on an annual basis. Every few years, key staff (Boarding and Catering) also undertake 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 biannually 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 Farringdon 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 Alarm at Night

In the event of the Fire Alarm going off at night or after school hours the Headmaster will take control of the situation. Those staff on evening duty or sleeping in the building should assist. The girls will be evacuated by Helen Cook (Assistant Housemistress) and one Gap and the boys will be evacuated by two Gaps. For any child sleeping in surgery they will be evacuated by the allocated Gap. All children and staff will evacuate to Assembly point A (default location unless told otherwise), on the grass outside the front door of the main building.

If the Headmaster is away for the evening the Deputy Head will supervise in the event of an emergency, and if both away, AN/IN in the first instance. Helen Cook (Assistant Housemistress) will make the telephone call.



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FIRE INSTRUCTIONS - BY DAY (07.00 – 18.30)

In the event of the fire alarm ringing:

Assembly Points - Gather by classes IN SILENCE

Assembly point A (default location unless told otherwise) is on the grass outside the front door of the main building.

Assembly Point B is on the Colts sports pitch by the Hoyland/Floodlit Astro.

- Deputy Head/Senior Member of staff to locate fire from the panel and take appropriate fire prevention measures.
- Responsible persons to close all doors and windows in their designated area of the school.
- The Science Department must follow their stipulated Gas Safety Procedures.
- Children proceed to Assembly Point accompanied by adults if possible.
- Responsible persons to ensure all areas are cleared of children and adults and report to the Fire Officer 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 Headmaster and by Head of Pre-Prep in the Pre-Prep.
- Fire Officer to record details of the evacuation on the Fire Drill Report found in the Red Fire Safety Security Record at an appropriate time.
- In the event of an alarm after 16.30, Sign-Out lists will also need to be taken into account for children that have left the site already.

Kitchen Staff

Operations 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 Assembly Point.

Matrons/Nurses

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

Main Reception Responsibilities

Reception staff to phone the Estates Manager immediately on hearing the Fire Alarm. If the alarm rings during Break, Reception Staff to notify duty staff via Walkie Talkies. Reception staff collect the day's registers from the main foyer and absentee list from the Common room. These are shared between the Form Tutors as they arrive at the Assembly Point.

Reviewed by Tim Knapp (Fire Officer) and Dan Such (Estates Manager) October 2024
Next Review Date: September 2025



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FIRE INSTRUCTIONS - BY NIGHT (18.30 - 07.00)

In the event of the fire alarm ringing during Boarding hours:

- Children must head directly to **Assembly point A** (default location unless told otherwise), on the grass outside the front door of the main building.
- If the alarm sounds during the night, the children know to head to the assembly point by the most direct route and they will be helped by duty staff, who will also sweep the Boarding House, including the Sick Bays.
- Duty members of staff collect the Boarders' Dormitory lists located by folders beneath the Fire Panel and take it to the assembly point. This will provide a checklist of all pupils since it will provide Flexi-Boarder details.
- Boarders should line up in dormitory order. Any outstanding Day pupils should line up together.
- In the event of an evacuation after Lights Out, all boarders will get up, put on dressing gowns and slippers and go downstairs and out to the Assembly Point, by the route instructed
- There should be separate roll calls for boys and girls to speed up proceedings.
- The following are responsible for:

Headmaster and/Senior Duty Staff	Attend to the control panel and ascertain where the alarm has been triggered. Silence as necessary. Identify the source of the alarm and ascertain whether the alert is genuine. The offending sensor will have a permanently lit red light on it. If it is a genuine fire, the fire brigade should be summoned immediately and the children evacuated to a safe and sheltered place. At this point summon the Deputy Head and IN/AN.
Gap Assistant Matrons - Sweeping the BOYS dorms	Longaford, Acorn Wood, Dartfordleigh, Doone, Surgery, Sugar Hill Ashford, Charlbury
Assistant Housemistress - Sweeping the GIRLS dorms	Wanborough, Fernworthy, Happy Valley, Merripit, Laughter and Cherrybrook

If the Headmaster is off site during an evening or overnight, the Deputy Head will be called in the event of an emergency. If both the HM and DH are off site, the Houseparents will be appointed to manage the fire situation and management of the Boarders. In this situation, Helen Cook (Assistant Housemistress) will call these staff as needed.

Any overnight Fire Alarms and evacuations should be reported to the Fire Officer the following day.

Reviewed by Tim Knapp
(Fire Officer) and Dan Such (Estates Manager) October 2024
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In the Pre-Prep and main school office corridor there is a folder marked **Fire Evacuation Folder**. These lists contain information on the location of pupils and staff at any time. The School Secretary 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)

Before School hours (i.e. Drop-off)

In the event of the fire alarm sounding during the school drop off and before any registers have been taken, priority is on clearing the buildings and making sure no-one enters. Children, staff and parents must still muster at the meeting point.

With so much traffic on the drive, potentially blocking access at this time, a member of staff will need to meet the Emergency Services at the main gate/make contact via Southern Monitoring (Estates Manager/Caretaker) and direct them through the village to enter the school site via the exit gate.

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.

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 Designated 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.

Emergency numbers:

Fire service 999	IN mobile: 07725124258
Boarding mobile: 079596 005929	AN mobile: 07809455543
NEB mobile: 07799 530522	Helen Cook mobile: 07763331262
TK mobile: 07989 962607	Paul Aspinwal (Caretaker): 07375 542027

PRE-PREP FIRE EVACUATION SYSTEM

In the event of a fire:

- Head of Pre-Prep or Pre-Prep Administrative Assistant to take a bag of registers to Assembly Point and fire folder.
- All assistants check their assigned areas before leaving the building and report to the Head/Deputy of Pre-Prep.
- All teaching staff take their children out to Assembly Point, count them and 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, The Hive, staff room	Classes, Year 1 & 2 toilets, Lady Chapel.	Classes, Year 1 & 2 toilets, library.
ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT

DURING NON-TEACHING TIME / PLAYTIME

All teaching staff walk and collect their class, with responsibility for the children their priority.

- If the whole of Pre-Prep is on Top Field, staff line children up in silence, count and roll call there.
- All assistants (who are not on duty) are to check all areas in Nursery, Reception, 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 the Head/Deputy of Pre-Prep.

Reviewed September 2023
Reviewed by Tim Knapp (Fire Officer) and Dan Such (Estates Manager)
Next Review Date: September 2024



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**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/pupils 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 school?	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

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for providing additional information.

Part 3: Personal Emergency Evacuation Plan

<i>Name</i>	
<i>Staff / Pupil</i>	
<i>Location(s)</i>	

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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EMERGENCY ACTION PLAN SPORTS HALL

ASSEMBLY POINT – Front Lawn

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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EMERGENCY ACTION PLAN CHANGING ROOMS

ASSEMBLY POINT – Front Lawn

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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Nominated Responsible Adults and roles -

Tim Knapp (Deputy Head/ Designated Fire Officer) – To oversee the evacuation and check registers.

Dan Such (Estates Manager) - To oversee Statutory Testing of all Fire Equipment

Neal Bailey (Headmaster) – To manage fire evacuation and to account for teaching staff in the Prep School.

Nicola Bailey (Headmaster's Wife) – To assist Headmaster, especially at night time.

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

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

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

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

Sarah Martyn-Fisher (Head of Science) – To turn off gas supply to labs, sweep and clear science labs

Mel Hughes (Head of History) - U4, U5 and U6 classrooms.

Bryce Hewitt-Boorman (Head of Upper School) – To clear the main building upstairs classrooms.

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

Alex Newcome (Boarding Houseparent /resident in cottage) – To assist with fire safety and evacuation.
Attend Fire Panel (at night).

Susan Clark (Operations Manager) – Isolate gas supply, sweep and clear kitchens and ground floor Main Building.

Paul Aspinwall (Caretaker) – To Attend Fire Panel after school hours

Eleanor Lyon-Taylor (Head of Middle School) – To sweep and clear Middle School/The Hoyland

Harriet Starkey (Head of Music) – To sweep the Music Department.

Emma Harrison (Head of Art) – To sweep the Art Room and Theatre.

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

Simon Mason (Bursar) – To sweep the Admin Department upstairs Main building.

Hannah David-Ward (Head of SENCO) – To sweep the Learning Skills Department.

Jason Lang (Head of Pre-Prep) – To sweep Pre-Prep building and account for Pre-Prep Staff.

Reviewed by Tim Knapp (Fire Officer) and Dan Such (Estates Manager) October 2024
Next Review Date: September 2025



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THREAT CODES

- ❖ There are **TWO** levels of potential threat, differentiated by a change in the alarm ring:

Code Blue (low risk) is a **continuous** fire bell. Go to the muster point on the Front Lawn.

- * walk in silence to the front lawn
- * line up in Forms
- * stand in silence and answer roll call
- * await further instructions

Code Red (high risk - imminent and major danger to school safety) is an **intermittent** pulse. All children and staff head to the Sports Hall and await further instructions.

- Pre-Prep, Middle and Upper School enter by Side Door
- Lower School and Staff enter by front door
 - * all students walk in silence to the Sports Hall
 - * lock all doors/turn off all lights
 - * move away from windows/doors
 - * await further instructions

If a danger on site is identified and the Sports Hall is out of limits, staff will direct children to another location e.g. Classrooms, Top Field, Village Hall, Bourton Church etc.

In the event of either of these alarms ringing, staff are to collect Walkie Talkies from designated areas (Main Office, Common Room, Hoyland Writing Room, Pre-Prep Office) to ensure lines of communication are available.

Reviewed by Tim Knapp (Fire Officer) and Dan Such (Estates Manager) October 2024
Next Review Date: September 2025