



Fire Risk Prevention and Emergency Evacuation Procedures

Please also refer to '**Whole School Fire Risk Prevention Policy**'

Policy Statement:

All new staff (teaching and non-teaching) are given a briefing on the School's Emergency Evacuation Procedures at induction during which they are told where the emergency exits, escape routes and the Assembly Point is located. Fire Action Notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go to on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone – staff, pupils and visitors – is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We provide on-line Fire Awareness training, including the basic use of fire extinguishers, for all staff annually. We offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Variations apply to the procedures depending on when an incident occurs. For specific guidance see **Appendix A**. These procedures apply generally throughout the School year. In addition, all staff are re-trained annually on how to safely respond to a fire. It is essential that all staff are familiar with **Appendix A** at all times.

This procedure document is available in the Cranford School Policies section of the Whole School Staff Teams area on Microsoft Teams for all staff to read. It is reviewed annually, and when events or legislation requires, by the Director of Finance and Operations and the Governors.

Procedures:

Summoning the Fire Brigade:

The School Office is manned between 8.00 am and 5.30 pm during weekdays throughout the year in term time and, at all other times, a member of SLT, the Director of Finance and Operations or the Maintenance Team can be reached via their mobile phones. For guidance on the procedure for a fire out of school hours, please refer to **Appendix C**.

The Master panel that shows the location of all the Alarm Call Points on the networked alarm system is in the School Office. Only the Fire Safety Officer (Director of Finance and Operations), Headmaster, and the Maintenance Team have advance warning of fire practices.

If the alarm goes off for any other reason, the Fire Safety Officer (DoO), Health and Safety Co-ordinator (DoO) and Maintenance Team have standing instructions to summon the Fire and Emergency Services once a fire is confirmed. **Appendix B** outlines the action by the Incident Controller. Anyone discovering a fire should activate the nearest break glass point. The Emergency Services can also be called directly by dialling 9 for an outside line then 999.

On no account should anyone enter or return to a burning building.

Visitors and Contractors:

All visitors and contractors are required to sign in at the School Office, where they are issued with a 'Visitor' badge, which must be worn at all times when they are on School property. The Office Staff will make them aware of the School's Emergency Evacuation Notice and advise them of the way to the Assembly Point. Anyone seeing someone without a badge should accompany them to the School Office to sign in.

When large numbers of visitors are at the School for Open Days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarm sounding.

Emergency Evacuation Notice (*see Appendices D & E*):

All staff and pupils, contractors and visitors are made aware of the Fire Notice. These are displayed throughout the School. The Junior School, Senior School and Moultsford House staff evacuate to the front field (see **Appendix E**). The Pre-School evacuate to the Tennis Courts (see **Appendix D**).

Disabled Staff, Pupils or Visitors:

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors. Where appropriate, a PEEP (Personal Emergency Evacuation Plan) and Risk Assessment are prepared for that individual.

Responsibilities of Fire Marshals:

We have at least one trained Fire Marshal on-site during normal school hours in term time. Fire Marshals are generally members of the SLT, Maintenance and Administrative staff who do not have specific duties in the event of fire or other emergencies for looking after pupils. All Fire Marshals are 'competent persons' who have been trained to provide 'safety assistance' in the event of a fire. Fire Marshals receive regular refresher training. For a list of Fire Marshals see **Appendix F**.

Responsibilities of Teaching Staff:

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They 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 (and if possible, their likely location) is passed immediately to the Incident Controller. If the unaccounted people turn up this information must immediately be conveyed to the Incident Controller.

It is the responsibility of the Incident Controller to ensure that this information is passed to the Fire and Emergency Services as soon as they arrive and ongoing for any updates. Teaching staff and support staff not responsible for a class, should head to the appropriate Assembly Point.

Fire Practices:

One fire drill is held every term which is not previously communicated to the whole staff. This, combined with a programme of inducting new staff and pupils about emergency escape procedures and the presence of trained Fire Marshals in every building, helps to ensure that the School can be safely evacuated in the event of a fire. Any learning points noted from fire drills are subsequently incorporated into the School's Fire Procedures.

Fire Prevention Measures:

The following fire prevention measures are in place:

Escape Routes and Emergency Exits:

There are at least two escape routes from every part of the School.

- Fire Notices and Fire Evacuation signs are displayed in every room, corridor and stairwell;
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building and maintained in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up;
- All stairs, passages and emergency exits are illuminated by emergency lighting;
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes. Doors open in the direction of escape;
- The Master Panel for the alarm system is located in the main School Office and shows the location of a fire;
- Alarms sound in all parts of the building. In the Swimming Pool they are supplemented by a visual alarm (red flashing light);
- Staff are instructed to ensure that fire routes and exits are kept clear at all times: The Maintenance Team is responsible for unlocking the buildings in the morning and removing bolts, padlocks and security devices from all emergency exits. They check that escape routes are not obstructed and that the emergency lights work and they report any defects for remediation;
- The testing of all fire alarms weekly (and recording all tests and defects): This is the responsibility of the Maintenance Team who also arrange for an approved contractor to carry out an annual service of alarms, smoke detectors, emergency lights, and fire extinguishers by our professional advisors;
- Records of all tests are kept in the Director of Operation's Office and the main School Office.
- Plans showing the location of fire hydrants, gas and electricity shut off points are available in the main School Office in the Fire File.

Electrical Safety:

The School has current electrical test certificates for all its buildings. It uses NICEIC-qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCD-protected. Annual portable appliance testing (PAT Testing) takes place by an external professional body or by a member of the maintenance staff who has been trained in PAT Testing. In addition, the Maintenance Team are PAT Testing trained to test ad-hoc items brought into School during the year.

Records of all tests are kept in the Maintenance Department. The teachers are responsible for ensuring that all Scientific and DT equipment is switched off at the end of the School day. The School ensures that risks from dangerous substances are reduced, or eliminated where possible, by following the procedures below:

Gas Safety:

All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the in the Director of Finance and Operations' Office.

Landlord's gas safety certificates are held for Barn Cottage and the Reading Road site.

Rubbish and Combustible Materials:

Flammable rubbish is removed regularly from internal rooms to the rubbish compound by Maintenance Staff. This is collected from the site on a minimum of a weekly basis.

Combustible material used in teaching, catering, maintenance, grounds and caretaking are stored in flame-proof cupboards.

Letting or Hiring the School (See *Appendices G & H*):

The standard contractual terms which we use for letting and hiring the School premises cover fire safety and specify that the hirer should certify that he/she has read and understood the School's Fire Notice. A member of SLT/Bursary/Maintenance is always on call when the School premises are let or hired for an outside function or event.

Fire Risk Assessment:

The School's Fire Risk Assessment meets the requirements of the '*Regulatory Reform (Fire Safety) Order*' 2005 (the FSO). Specifically it identifies:

- 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 level of risk: Low, Medium or High.

Cranford School has a professional Fire Risk Assessment provided by an external company which is updated every year. It is reviewed more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Cranford School's Fire Risk Assessment, provided by an external company, are in the Cranford School Policies section of the Whole School Staff Teams area on Microsoft Teams for all staff to read, together with this document.

All Heads of Department should ensure that the staff in their Department read and are fully conversant with this policy and that any comments or suggestions for improvements are always welcome.

Appendix A: Fire Procedure: Normal School Hours:

If You Detect a Fire:

Operate a Break Glass Call Point to activate the Alarm.

Action by Pupils and Staff when the Alarm Sounds:

- All pupils and staff will proceed immediately to the Assembly Point; Front Field for Junior, Senior School, Sixth Form and Moultsford House staff, Tennis Courts for Pre-School;
- The route taken will be the most direct safe route;
- All belongings must be left behind and there will be no running;
- Staff will ensure that all doors and windows are closed provided it is safe to do so;
- Extinguishers will only be used if it is safe to do so and if it is necessary in order to effect escape;
- It will be established if anyone is missing by reference to the class lists on the Register sheets held by the main School Office. These individuals will be cross-checked against the absentee list held by the main School Office and if anyone remains unaccounted for, the individual will be reported to the Director of Finance and Operations (Incident Controller). In the event that the Director of Finance and Operations is absent, the Lead Fire Marshal (usually the Maintenance Manager) will take the responsibility of being the Incident Controller;
- Once a fire is confirmed the Incident Controller or deputy will call 999.

Action by Designated People:

- The following staff will go immediately to the Alarm Panel if it is safe to do so:
 - Director of Finance and Operations (Incident Controller);
 - Lead Fire Marshal (Maintenance Manager);
 - Maintenance Personnel;
 - Available Fire Marshals.

The Director of Finance and Operations, following **Flow Chart 1**, will send the Health and Safety Co-ordinator (Maintenance Manager), or Lead Fire Marshal to the Assembly Point. They will be responsible for identifying any individuals who are not accounted for as a result of the roll call. They will immediately notify the Incident Controller of anyone who is missing.

The Maintenance staff will go to the area of the School where the fire is likely to have occurred as identified by the Fire Panel. They will investigate the area and try to locate the fire. If one is found, they will immediately contact the Fire Service and notify the Incident Controller. Any PEEPs (Personal Emergency Evacuation Plans) will be actioned.

In the event of a fire, the Maintenance staff will then sweep the area where they have located the fire.

The Incident Controller will send other Fire Marshals to sweep other areas of the School as deemed appropriate.

The Maintenance staff and the Incident Controller will meet the Fire and Emergency Services on arrival to direct them to the area where the fire has been located and will provide as much information concerning anyone who has not been accounted for.

Appendix B: Action by the Incident Controller:

The Incident Controller (IC) (usually the Director of Finance and Operations or Maintenance Manager, otherwise a member of SLT or a Fire Marshal) goes to the Fire Panel in the School Office and is joined by all available Marshals and Maintenance Team (who are also trained Fire Marshals). The Office Staff locate the 4 Fire Boxes and the IC takes the Pink box and carries out the following actions:

1. IC identifies the Zone;
2. IC despatches a Maintenance Person and a Fire Marshal to investigate and report back;
3. IC check PEEPs - sends Maintenance Person and Fire Marshal to locate PEEP individual, taking manual wheel chair from Sick Bay (if possible Matron will bring wheel chair to Fire Board as she leaves the building. **If drill** – PEEP individual and their TA (if they have one) are advised to return to their class/place of work – if cause for the alarm is not known PEEP individual will be escorted or carried to the manual wheelchair and taken to the assembly point;
4. IC to send a Fire Marshal to assembly point to act as 'Assistant Incident Controller' (AIC). On completion of roll call, AIC to report back to IC;
5. **If FIRE** - call Emergency Services and direct available Fire Marshals to sweep unaffected zones in pairs.

On arrival of Emergency Services, ensure Fire File folder is passed over which includes:

Building plans and fire zone location;

Service information;

Hazardous information inc. chemical & radioactive material storage;

Roll call.

6. IC to go to Assembly Point;
7. IC to log time and debrief.
8. **In the Event of a Fire Drill:**

The Incident Controller will:

Send the Fire Marshal to notify any PEEP individuals and swimmers;

Proceed to the Assembly point;

Check the roll call;

Note the time all pupils, staff and visitors are accounted for;

Note any further concerns for the School's Fire Records.

Out of Hours Fire Bell – (between 4.00 pm and 9.15 am)

1. Incident Controller to Fire Board;
2. Identify Zone;
3. Send Maintenance Team to investigate if fire or false alarm;
4. Allocate zones to be swept and send Fire Marshals in pairs to all unaffected zones to sweep and report back;

5. Send two available people to act as Roll Call Co-ordinators, one for staff and one for pupils;
6. Send two people to the staircase evacuation point to assist PEEP individuals to safety.

IF FIRE:

Call 999 immediately, dialling 9 for an outside line;

On arrival of the Emergency Services ensure site information is available which includes;

Building plans and fire zone location;

Services information;

Hazardous information inc. chemical and radioactive material storage;

Roll call/sweep information.

Appendix B (continued)

Incident Controller Flowchart



INCIDENT CONTROLLER
**DIRECTOR OF FINANCE &
OPERATIONS/MAINTENANCE
MANAGER**

PINK BOX

Whole School Plan
Hazard Chemicals/Services
Telephone
Pupil Contact Information

Torch/Hi Viz

PUPILS
**SCHOOL OFFICE STAFF/
COMPLIANCE MANAGER**

GREY BOX

Pupil Registers
Fire File
Club Timetables/Events

SUPPORT
**BURSARY/IT/
ADMISSIONS STAFF**

YELLOW BOX

Support Staff
Visitors
Peri Staff
Catering

STAFF
HEAD's PA/MARKETING/HR

BLUE BOX

Sixth Form, Senior, Junior and Pre-School Staff
Registers
Staff Signing In and Out Book

Appendix C: Fire Procedures for a Fire after 3.25 pm

On hearing the fire alarm and on discovering a fire from 3.25 pm – 4.15 pm:

- Any member of SLT, Assistant Incident Controller or trained Fire Marshal should go to the main School Office. The most senior of the assembled persons will act as the Incident Controller, locating the Incident Controller Box (Pink Box) in the main School Office. They will then follow the instructions 1 – 7 indicated in the **Incident Controller Flowchart 1**;
- The first member of staff outside should stop the traffic until all personnel are assembled and then let the traffic through. If appropriate in the absence of the Director of Finance and Operations, Maintenance Personnel or Lead Fire Marshal or any member of the SLT should take charge of the School and keep the road clear in front of Moultsford House;
- All personnel should assemble in the usual Assembly Point;
- The Maintenance staff, Director of Finance and Operations, Fire Marshals or a member of SLT (in that order) should check the Fire Panel to establish the site/location of the fire;
- Two of the above should find the fire and sweep the relevant building and notify the Incident Controller who will be with the assembled staff;
- The Incident Controller or Maintenance should call the Fire and Emergency Services if a fire is found;
- If no fire is found, pupils should stay in assembled lines until collected by parents or returned to classrooms for clubs;
- If no reason can be found for the bells sounding, the entire School should be swept before returning to classrooms. The Incident Controller to appoint staff to conduct the sweep;
- Pupils will not be allowed to join their parents until they have been given the all clear.

From 4.15 pm – 5.30 p.m. onwards:

- Assemble in the usual Assembly Point. Club timetables to be collected from the main School Office and the staff running clubs should bring their registers with them. Teachers in charge of After School Care and Homework Club should also bring their registers with them;
- Staff to accompany pupils from clubs or activities and check the club registers;
- Pupils should muster in Clubs **not** Form Groups;
- The Incident Controller will determine if staff will sweep buildings as appropriate;
- The Incident Controller and Maintenance will check the Fire Panel for the location of the fire and then go to the area identified to try to locate the fire;
- On finding the fire, the Maintenance staff will raise the alarm, contact the Fire and Emergency Services and sweep the remainder of the building, if safe to do so;
- In the event of no power, flashlights are to be kept in the main School Office and recharged regularly/weekly. These are located in the pink SERT box (located in the cupboard outside the main School Office).
- A member of the Maintenance Team and/or SLT will access the main School Office and check the Fire Panel should the alarm sound during an out of School event.
- Outside hirers will be given the mobile phone numbers of the Maintenance Manager and the Maintenance Manager to call and/or they should dial 999 immediately if it is an emergency. (**Appendix G**).

FIRE PROCEDURES FOR A FIRE DURING HOLIDAY PERIOD

- Staff to accompany pupils to the Assembly Point;
- The Incident Controller will determine if staff will sweep buildings as appropriate;
- The Incident Controller will check the Master Panel for the location of the fire and then go to the area identified to try to locate the fire;

- On finding the fire, Incident Controller will raise the alarm and contact the Fire and Emergency Services and sweep the remainder of the building, if safe to do so;
- In the event of no power, flashlights are to be kept in the Fire Box and recharged regularly/weekly.

Reviewed: August 2025 by Director of Finance and Operations, Estates Manager and Governors

A handwritten signature in black ink, appearing to be 'Stuart Wallis', written in a cursive style.

Signed: Mr Stuart Wallis, Chair of Governors August 2025

Review due: August 2026 by Director of Finance and Operations and Governors

FIRE NOTICE

(Appendix D)
(For Pre-School Pupils)

THE PERSON DISCOVERING A FIRE WILL:

Operate the nearest fire alarm and inform the nearest member of staff

ON HEARING THE BELL:

1. WHEN IN CLASS

THE ORDER WILL BE GIVEN BY YOUR TEACHER WHO WILL INDICATE THE ROUTE TO BE FOLLOWED

2. WHEN NOT IN CLASS

FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE ASSEMBLY POINT WHICH IS

THE TENNIS COURTS

3. PROCEED IN SILENCE

4. DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

5. DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE ASSEMBLY POINT

PLEASE NOTE THAT FROM 3:30PM THE ASSEMBLY POINT WILL BE THE FRONT FIELD

FIRE NOTICE

(Appendix E)

THE PERSON DISCOVERING A FIRE WILL:

Operate the nearest fire alarm and inform the nearest member of staff

ON HEARING THE BELL:

1. WHEN IN CLASS

THE ORDER WILL BE GIVEN BY YOUR TEACHER WHO WILL INDICATE THE ROUTE TO BE FOLLOWED

2. WHEN NOT IN CLASS

FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE ASSEMBLY POINT WHICH IS:

ON THE FRONT FIELD

3. PROCEED IN SILENCE
4. DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS
5. DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE ASSEMBLY POINT

Cranford School Fire Marshals

Cranford House School Fire Marshals		
Name	Date Trained	Renewal Date
Dean Hutt	26/03/2024	26/03/2026
James Stockford	17/02/2025	17/02/2027
Joseph Napper	26/03/2024	26/03/2026
Kath Heard	26/03/2024	26/03/2026
Mike Heard	26/03/2024	26/03/2026
Kevin Brown	26/03/2024	26/03/2026
Bradon Jones	17/02/2025	17/02/2027
Mike Patrick	17/02/2025	17/02/2027
Paul Bennett	17/02/2025	17/02/2027
Cara Bennet	17/02/2025	17/02/2027
Jamie Sear	17/02/2025	17/02/2027

(Appendix G)



HIRE AGREEMENT GENERAL PURPOSE (NOT POOL)

This Hire Agreement is entered into on this _____ day of _____ between

Cranford School ('the School') and _____

('the Hirer') of _____.

Whereby the School agrees to the Hirer using the School's premises, that is _____ on

_____, between the hours of _____ and _____ at a cost of _____ per session

for (type of event) _____.

The Hirer undertakes to treat the School premises and its property with respect and agrees to repair or replace any damage incurred by the Hirer to the School's premises and property. The Hirer also agrees to leave the premises in a clean and tidy condition. The Hirer will be responsible for unlocking and locking the premises and for the collection and return of relevant keys.

The Hirer agrees to adhere to the School's Fire Procedures as attached. By signing this agreement the Hirer agrees to abide by the procedures and to ensure any personnel under the Hirer's responsibility also do the same. Please note that the Hirer is responsible for the provision and administration of first aid.

Facilities (please tick):
Kitchen equipment
Tables/benches: How many?
Other (please specify):

Do you have an insurance policy which would cover this event? Please give details:

Signed: _____ Date: _____ Signed: _____ Date: _____

On behalf of Cranford School

The Hirer

By agreeing to hire the premises, the Hirer agrees to comply with the terms of our Premises Licence. The School bears no responsibility for loss or damage to personal possessions.

In the event of any emergency of any kind, please contact:

Mr J Stockford: 0770 2264826 or Mr K Brown: 0770 2264825

Recommended Room Capacity guide for Standing* / Sitting

Willow Theatre	The Orangery	The Sports Hall	The Junior Hall	Sixth Form Lecture Theatre	Sixth Form Common Room	Senior Library
200 / 165	125 / 100	700 / 350	330 / 165	100 / 80	100 / 80	60 / 60

***Without furniture**

FIRE NOTICE (*Appendix H*)

Emergency Evacuation Notices

There are visible emergency evacuation notices (by all fire alarm call points) which explain the action for all staff and visitors to take in the event of hearing the alarm or discovering a fire.

ON DISCOVERING A FIRE:

**RAISE THE ALARM BY OPERATING THE
NEAREST FIRE ALARM CALL POINT**

**CALL THE FIRE SERVICE
DIAL 9 FOR AN OUTSIDE LINE THEN 999**

**TACKLE THE FIRE IF TRAINED AND SAFE TO DO
SO**

**CLOSE THE DOOR AND EXIT BY THE NEAREST
ROUTE**

**IF PASSING THE PERSON IN CHARGE AT THE
FIRE ALARM PANEL, INFORM THEM OF THE
LOCATION OF THE FIRE (IF SAFE TO DO SO)**