Kew Green Preparatory School
Fire Policy incl Fire & Bomb Scare Procedure

Objectives

The aim of Kew Green Preparatory School's Fire and Bomb Scare Policy is to prepare all staff to deal with situations that may turn into a major incident for the School. This policy for Fire and Bomb scares is to ensure that an emergency is dealt with sensitively and quickly. Kew Green recognises the need to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

· Safeguard all persons on the premises from death or injury in the event of a fire or explosion.

· Minimise the risk of fire &/ explosions and to limit the spread of fire.

· Minimise the potential for fire &/ explosions to disrupt teaching, damage buildings and equipment and harm the environment.

· Ensure there are sufficient information, instruction and supervision to enable all people and pupils to avoid hazards, to contribute positively to their own safety at school and to ensure that they have appropriate safety training.

· Maintain safe access to and from the site.

· Establish procedures to be used if there is a fire or other emergencies and for evacuating the school.

Kew Green will comply with Regulatory Reform (Fire Safety) Order 2020 and all other applicable fire safety legislation and standards following accepted standards of good practice. Where Kew Green could be granted exemptions from specific regulations, it is the school's policy that fire precaution standards and arrangements will be so as far as possible, at least be equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines. Kew Green's first priority is the immediate and total evacuation of the building upon discovery of fire. Kew Green will ensure that:

· Appropriate means of escape in case of fire&/explosions exist for all persons on the premises.

· All means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff must not leave or store items in designated escape routes or block emergency exits.

· Means of escape have adequate emergency lighting (in case of fire/&explosions) which will be maintained in efficient working order.

· Appropriate means of giving warning in case of fire&/explosions exist and are maintained in efficient working order (fire alarms).

· Appropriate means for fighting fire are present and are maintained in efficient working order (fire extinguishers).

· Appropriate instruction will be given to all persons on the premises on evacuation procedures.

· Kew Green premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures. This will be completed by an outside agency – see file with Fire Warden (School Keeper's office).

· Measures are taken to protect buildings, installations and equipment from fire/flood that are commensurate with the risks.

Responsibilities

The overall responsibility for fire precautions within Kew Green Preparatory School is vested in the Proprietors, Gardener Schools Group (GSG). This Fire & Bomb Scare Policy reflects the importance which GSG attaches to the safety of its staff, pupils, visitors and other persons who may be affected by its activities and its property.

The Domestic Bursar, together with the Head, is responsible for ensuring fire risk assessments are conducted, advice and training is provided, Kew Green School Fire Risk Policy is monitored and audited and that standards and procedures are adhered to. The Head is also responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, fire fighting equipment and emergency lighting. These responsibilities can be delegated to the members of Kew Green's Health & Safety committee. Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

· Maintaining safe working practices.

· Identifying possible hazards and bringing these promptly to the attention of the Head

· Undertaking any necessary safety precautions.

· Being familiar with appropriate emergency procedures including knowledge of:

1. appropriate escape routes;

2. location of fire extinguishers;

3. the emergency services number (currently 999 or 112)

· All staff are to ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system or interfered with in any other way.

· All members of staff, pupils, contractors and visitors are required to follow the standing instructions and fire procedures approved by the Health & Safety Committee and issued to staff. In particular, in the event of a fire alarm sounding in the school, occupants must evacuate the building and only re-enter upon the instruction of the Head (or in the absence of the Head, Deputy Head) or the School Keeper or the Fire Brigade.

Standards and Monitoring

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The Health & Safety Committee are responsible for the promulgation of Kew Green's Fire & Bomb Scares Policy. This is designed to reflect the statutory obligations and particular Fire Risk Management needs of Kew Green Preparatory School.

The Health & Safety Committee will audit the effectiveness of the policy and report any necessary alterations to the Head. The Health & Safety Committee will monitor the application of the arrangements within all areas of the school and will notify the Head of any further measures that it considers should be met.

Training

The Head, along with the SLT, are responsible for ensuring fire extinguisher and fire warden training for relevant staff members and for organising regular fire drills (at least once a term). This is to ensure that a sufficient number of competent persons are trained as fire wardens to ensure that the fire procedure is followed correctly and that the evacuation of premises is undertaken quickly and safely.

Registration

All electronic pupil registration (ISAMs) must be completed and submitted at 8:45 for morning registration and at 1:05 (Lower School) and 2:05 (Upper School) for afternoon registration.

All pupils and adults leaving and entering the school at any other times of the day must sign out or in with the school secretary, for example medical appointments or interviews.

Finding fire/& bomb scare

In case of fire&/bomb scare, the alarm should be activated using the nearest accessible fire call point. Once clear of the building, the Senior Leadership Team should check to see whether the Fire Brigade has been summoned.

Fire alarm

On hearing the fire alarm, you must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors. It is important that all staff & children have knowledge of the Fire Procedure (Appendix A).

The Secretary should call the Fire Brigade and collect:

1. Visitors' book including children collected early register

2. Class & Staff Lists

Portable Fire Extinguishers

The types of extinguishers are clearly labelled. These should only be used on small containable fires e.g. a waste paper basket fire and ONLY after ensuring that there is no risk to oneself or the children. The staffs have regular training on how to use the fire extinguishers and fire blanket and the Director of Studies (CPD Lead) has a log of the members of staff trained.

Visitors to the School

Staff are to guide visitors on the premises to the nearest exit and assembly point.

Pupils with Disability (permanent or temporary)

The member of staff teaching a pupil with a disability, when the fire alarm sounds, is responsible for ensuring that s/he is led safely to the nearest exit and assembly point.

Smoking: Smoking is banned in all buildings on the site.

Portable electrical equipment: All portable mains-operated electrical equipment used on the site display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment will not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.

Plugs and cables: Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

Storage: Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Staff must not leave or store items in designated escape routes or block emergency exits. Chemicals must be kept locked in the prep room and used only with close supervision. Staff must report any observed shortcomings in the fire precautions to the Head.

Instructions: Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

Faults: Staff must report any observed shortcomings in fire precautions to the Head.

Visitors: Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.

Risk of arson: Doors should be locked and windows closed at all times when the school is unoccupied.

Mobile telephones: Mobile telephones should not be used where the presence of an explosive device is suspected.

Fire & Bomb Scares Procedure: A copy of the school's Fire and Bomb Scares Procedure is displayed in every room. Class Teachers are responsible for ensuring that their class have knowledge of the fire procedure which is displayed in every room. This is the school's evacuation procedure for any other incidents which require the premises to be unoccupied.

Escape Route & Fire Extinguishers

Details of the nearest escape routes, call points and fire extinguishers can be found in all classrooms and at other significant points in all buildings.

Fire Drill & Report

There will be an Evacuation Practice at least once each term, a report prepared and any necessary remedial action raised with GSG, who will action any required steps.

Other Emergency Procedures

In the event of any emergency, whether it be a bomb scare, intruder, abduction, serious injury, gas leak etc. the following guidelines should be followed:

1. Establish the nature and extent of the emergency

2. Check that all children are as safe as possible

3. If the building needs to be evacuated, use the nearest fire call point to activate the alarm system, so that the whole school can follow the fire alarm procedures

4. Inform another adult quickly so that the Secretary or Head or an SLT member can call one of the emergency services

5. Ensure that children are supervised and kept calm

6. Record, as soon as possible after the event, the details of those involved in the incident, either as victim, witness or emergency assistants

7. All contacts with the police or press are to be made through the Head

1. Security issues

Although schools are statistically much more likely to be targeted by malicious hoaxers than by serious threats, Kew Green recognises that the threat posed by the possible planting of explosive or incendiary devices on the premises cannot be dismissed.

In this policy the following issues are considered:

1 How telephone threats should be dealt with;

2 What to do if a suspicious device is found on school premises;

3 Whether and how the school will be evacuated;

4 What to do with the pupils following an evacuation; and

5 Arrangements for searching the premises.

a. Telephoned Bomb Threats

The overwhelming majority of telephoned bomb threat calls are made by malicious pranksters, whose aim is to cause disruption. Making such calls is a crime and details should always be reported to the police, even if the caller is easily recognisable for example as a current or former pupil. People receiving telephoned bomb threats in schools should:

1 Keep calm;

2 Try to obtain as much information as possible, but being cautious not to provoke the caller;

3 Dial 1471 (if that facility is available); and

4 Report it to the police and Head immediately.

b. Discovery of Suspicious Package or Device

In some cases, a suspect device might be found on school premises without any form of warning having been given. In such situations, the surrounding area should be cleared and the police called immediately. The level of risk posed by such devices can vary widely, so any assessment of a suspect item should in all cases be left to the security professionals. In the meantime, the precautionary measures will be followed:

· Managing the risk

At Kew Green, visitor access to the school premises is carefully monitored ensuring a safe environment for the school community. However, the school premises are subject to public access and it is important to remain cautious with regard to suspicious packages or unfamiliar objects. This is especially true at times of heightened national security. Observance of control of visitor access to the school premises remains one of our best defences against this form of attack.

· Whether, and how, the school should be evacuated

A preliminary assessment of the telephoned threat/suspicious package or device will be made by the Head or SLT members in change, in consultation with the member of staff who took the call. In all circumstances the police will be contacted. If there is the slightest doubt about the nature of the call, an evacuation will occur.

2. Gas leaks

As with other emergency situations, the emergency procedures will be followed. As part of the evacuation procedure, a member of staff will call the 24-hour gas emergency service on 0800 111 999 and follow the official advice given. If possible, the mains gas supply for the school will be turned off. Electrical switches and mobile telephones will not be operated until permission is granted by the Gas Emergency Service and no one will strike matches. Wherever possible, doors and windows will be opened by the school keepers.

The emergency telephone number for the gas emergency service is prominently displayed in the school office.

3. Structural Collapse

If a member of staff believes that there is a threat to the building collapsing or exploding the emergency procedure will be followed:

· Vacate the building as quickly and calmly as possible, by raising the fire alarm

· If it is not possible to vacate the building, everyone will be advised to shelter under a sturdy table or desk.

· If trapped by debris, the following will be encouraged:

i. Cover nose and mouth with a cloth or clothing.

ii. Move around as little as possible to avoid kicking up dust

iii. Use a torch to see the surroundings.

4. High Winds/Snow Storms

When extreme gales/snow storms are forecast, Kew Green will undertake necessary steps to ensure everyone's safety and to minimise potential damage to the school premises. If the storm occurs outside school hours, consideration will be given to the closure of the school pending improved weather conditions. This decision will be made by the Head and conveyed to staff and parents using The Emergency Banner on the schools website and also through individual messages via staff email and the Parent Portal. If the gale/snow storm develops during the school day, staff and pupils will remain indoors as much as possible. Those unable to avoid venturing outside will take care to keep away from buildings, trees and fences. Contingencies will be put in place for the supervision of pupils beyond the school hours where journeys home are considered too hazardous.

5. Electrical equipment failures

Kew Green complies with the Management of Health and Safety at Work Regulations 1999. The children are educated in the principles of electrical safety. Teachers supervising children working with electrical equipment have knowledge and experience of electrical work, an understanding of hazards and the precautions which need to be taken and an ability to recognise whether it is safe for work to continue. The school first aiders receive training in dealing with an injury involving electricity and receive refresher training at regular intervals. All accidents involving electricity are recorded in the school's accident log and reported to the local authority on health and safety reporting forms.

6. Extremes of Temperature

a. Low temperatures

Kew Green complies with the legal requirements for minimum temperatures in schools as set out in the Education (School Premises) Regulations 1999. These are:

1. 18 degrees centigrade in areas of normal level of physical activity associated with teaching (i.e. ordinary classrooms)

2. 21 degrees centigrade in areas of lower than normal activity (e.g. sick rooms)

In the case of heating system failure, the Head is responsible for ensuring the temperature meets the legal requirements and will close the school if necessary. Where such decisions are taken, adequate notice of closures will be given to parents, if possible. Closing schools is not usually possible on the first day of heating failures since adequate notice cannot usually be given to parents. Under no circumstances will staff bring in their own temporary heaters.

b. High temperatures

There are no specific legal maximum working temperatures for schools; however, Kew Green recognises that extremely high temperatures can affect the ability of teachers and children to concentrate and to work effectively and can cause physical discomfort and illness. In very hot conditions (room temperatures above 26 degrees centigrade) the Head will consider carefully the conditions for learning and in the interests of the safety and welfare of children and teachers, may need to consider closing all or part of the school for a period of time.

WRITTEN BY: Head of Kew Green Preparatory School

READ & SHARED: with all staff at Kew Green Preparatory School

REVIEW DATE: September 2025

Appendices:

A. Kew Green Fire Procedure

B. Detailed Fire Procedure

C. Duties of Staff, Fire Wardens, SLT members & school secretary

D. Bomb Scare Procedure

E. Returning to the School Premises After an Emergency Eva

KEW GREEN FIRE PROCEDURE

ON DISCOVERING A FIRE:

1. RAISE the alarm – nearest fire alarm point situated by doorways to staircase
2. TACKLE the fire – only if safe to do so
3. CONTAIN the fire – close doors & windows
4. LEAVE THE BUILDING AT ONCE – if the fire should get out of control.

ON HEARING THE ALARM

1. EVACUATE – follow GREEN SIGNS with pupils in silence and calmly
2. DO NOT OPEN THE DOOR – if you suspect there is a fire on the other side of the door. Find an alternative route.
3. EXIT SCHOOL GROUNDS – through both gates (pedestrian & car)
4. PROCEED TO ASSEMBLY POINTS – cross the road to the GREEN

5. ROLL CALL – all class groups wait in silence, secretary hand teacher the class list, teacher calls out name & pupils respond by raising their hand.
6. ROLL CALL for all staff, visitors and contractors
7. EVERYONE WAITS – until further notice. Do not re-enter the building until told to do so.

EXITS:

Basement –vbasement door to the car park

Ground & First Floor – main front door

Second Floor – Fire Escape
Lodge – 2 doors
Sheds – individual doors

Appendix B

Detailed Fire Procedure

On discovering a fire:

1. Raise the alarm by operating the nearest fire alarm point (situated by doorways to staircase and adjacent to fire exits).

2. Tackle the fire with appliances provided, but only if safe to do so.

3. Contain the fire if possible, by closing doors.

4. If the fire should get out of control, or if your escape route is threatened, leave the building at once.

On hearing the fire alarm:

1 Evacuate. Teachers will lead their pupils quickly and calmly out of the building via the nearest available exit. Escape routes are indicated by green signs. Assist with the evacuation of visitors, especially disabled persons. Do not stop to collect personal belongings. Pupils should remain silent and calm. If a pupil is alone when the evacuation alarm sounds (e.g. in the toilet) they must leave the building

immediately and join the first available class line. They will follow this class to the Assembly Point.

2. If you suspect there is a fire on the other side of the door do not open it. As you leave the building please ensure that all fire doors on your route are closed.

3. The School Secretary will collect the Visitors' book including children collected early register, Class Lists & Absentee List

4. Fire Wardens will check every room on the floor for which they have been nominated to make sure no one is left behind. The following staff members are Fire Wardens for these nominated floors:

· 2nd Floor (Rooms 12, 14, 15, 16, 17, toilets, fire exit area & office): Head of Assessment and Data & H of Upper School

· 1st Floor (Rooms 7, 8, 9, 10, 11, toilets & office): Deputy Head & Head of Lower School

· Ground Floor (Room 3, 4, 5, 6, Progress Centre, Staff Room, School & Head's Office)

· Basement (ICT room, Music Room, Toilets & Kitchen): Site Staff

· Lodge 1 & 2: Reception Teacher Lodge 1

· Peri Dens, Sheds and Music pods: Site Staff

Ground and First floors should exit via the main stairs and out of the main side door. Basement classrooms' exits are via front and rear fire exits. Second floor pupils should exit via the fire escape, then use the side gate off the Outdoor Learning Area.

Break or Lunchtime

1. Pupils having lessons will exit in the normal way

2. Teacher(s) on playground duty will ring the "end of playtime" bell

3. Pupils on break will line up in their respective classes supervised by duty teacher(s), the class teachers will meet pupils and escort them to the Assembly Point.

4. Non class teachers will go to the playground to be available to escort a class in case a class teacher is unavailable.

On exiting the building:

1. Once they have exited the building, staff and pupils (still in their class groups) should make their way to the front of the building, through both pedestrian and vehicle gates and proceed to the Assembly Point on Kew Green.

2. Once at the Assembly Point, all class groups should wait in silence until the roll call has been taken.

3. All staff, visitors and contractors MUST wait at the Assembly Point until further notice. Do not re-enter the building until told to do so.

4. In the event the exit to the driveway is blocked or otherwise not usable, children will be directed out through the side gate onto Ferry Lane, turning left to the Green. Close supervision on the lane will occur. The keys are kept in the school keeper's shed and the school office.

Calling the Fire Brigade:

1. The fire brigade is to be called from the nearest telephone by a school keeper or a member of the SLT as soon as it has been established that: the alarm was not false; the fire has not been put out or if there is any element of doubt about this.

2. Cars and people should be cleared from the access area likely to be required by the Fire Brigade appliances.

Calling the roll:

1. As soon as the building has been evacuated, and pupils and staff have mustered at the stipulated assembly point, on Kew Green opposite the school entrance down from the cricket nets towards the road, the teacher in charge of each class will call the roll.

2. The School Secretary is responsible for bringing the day's school absentee daily print out from the School Manager, class lists, the visitors book and a full staff list to the Assembly Point.

3. Immediate enquiries will be made to discover the likely location of any pupil or adult who is unaccounted for.

After the fire drill, the allocated Fire Officer (Deputy Head) must fill in an evaluation form and have it reviewed by

Chief Fire Warden (Site Manager) any concerns will be forwarded to GSG to be actioned as deemed necessary.

APPENDIX C

Duties of Staff, Fire Wardens, SLT Members & School Secretary

Any adult may raise the alarm

Head

1. To exit the building promptly to be present at the Assembly Call to assume total control

2. Notify the Emergency Services immediately of any unaccounted for persons

In the absence of the Head, the Deputy Head will assume the duties of the Head.

School Keepers

1. To telephone the emergency services

2. To open both double front doors

3. In the event of the route through the main gates being blocked to unlock the side gate onto Ferry Lane

4. Complete the final sweep of the school and liaise with Fire Wardens

5. To regularly check the fire extinguishers, fire exit routes, fire alarm and update the fire safety log

6. To inform the Head and to liaise with LPS Health & Safety Person, to ensure any necessary remedial action is undertaken

School Secretary

1. Collect the absent list, visitor book, mobile phone and staff & class lists

2. Take a mobile phone & first aid bag to the Assembly Point

3. Exit the building immediately to ensure that the roll call commences as soon as possible

4. Nominate an adult to be responsible for the roll call of staff and visitors

Teachers

1. To supervise the safe, quiet and calm evacuation off the premises of the class they are directly teaching at the time

2. To muster the pupils at the Assembly Point in a class line in order from Reception to Year 6, with Reception nearest to the road and Year 6 nearest to the cricket nets.

3. To complete the roll call by calling out the pupil's name, pupils will answer by raising their hand and the teacher will visually acknowledge this signal.

4. Pass on unaccounted for names immediately to the Head or the Deputy Head

5. If not teaching at the time, staff must support with the supervision of the pupils

6. Other SLT members and teachers not directly teaching at the time will fill in any gaps with the evacuation procedure including 'sweeping' (checking all rooms for any pupils or adults) the floor they are on, ensuring safe crossing of the road.

Peripatetic Staff

1. To supervise the safe, quiet and calm evacuation off the premises of the pupil(s) teaching at the time

2. To take the pupil(s) to the relevant class line

Non-Teaching Staff, Parents & Visitors

1. To exit the school via the nearest fire exit and proceed to the Assembly Point and to report to the School Secretary

Fire Wardens

Fire Wardens are allocated specific areas of the school to check (if a Fire Warden is teaching at the time of the alarm they must take responsibility of the class and another member of staff will take over their duties)

Fire Warden duties include:

1. helping those on the premises to leave;

2. checking the premises to ensure that everyone has left;

3. using fire fighting equipment if safe to do so;

4. liaising with the fire and rescue service on arrival;

5. shutting down dangerous equipment or services; and

6. performing a supervisory/managing role throughout;

The process of appointing fire wardens is undertaken by the Head as the Regulatory Reform (Fire Safety) Order 2020 states each member is consulted and only on acceptance will they be indicated as a Fire Warden.

APPENDIX D

Bomb Scares Procedure

Appropriate procedure for bomb scares

1. Immediately a bomb threat or suspicious parcel or envelope is received the police must be informed. Any suspicious articles should not be touched.

2. The Head, or the Deputy if the Head is not available, will make the decision as to whether to evacuate the school building. This decision may be affected by:

(a) discussion with the police, who may have information on a series of calls from a hoaxer;

(b) the nature of the call (e.g. juvenile voices);

(c) the nature of the school site (e.g. only part of the school may have to be evacuated);

(d) the local or national political situation and level of civil order at the time.

3. Once it has been decided that the threat is serious, the school must be evacuated. This will be done with the use of the fire bell as this will provoke an immediate response from all occupants of the school. Fire Wardens will check that no one is left behind in the building using the same procedure as for a fire drill. Pupils will assemble on Kew Green in the same way as they would during a fire drill. This movement will be supervised when all occupants are out of the building. Once all staff and pupils are in a position of safety a roll call will be taken. If any pupils marked as present at the beginning of the session are missing from the roll call, the individual Class teacher must immediately inform the Head or the Deputy before deciding to re-enter the school to search.

4. A search of the building will only be carried out once the police have arrived. Any participation by the teaching or non-teaching staff in assisting in a search would be entirely voluntary – no pupils must ever be allowed to join the search.

5. If the school building cannot be declared safe to enter, the Head will decide how the school should be dismissed.

6. It is possible that one or more of the pupils, visitors or members of staff evacuated in a bomb scare may be traumatised by the event. The Head must monitor this situation closely and ensure appropriate help is provided.

APPENDIX E

Returning to the School Premises after an Emergency Evacuation

Nobody should re-enter school buildings until officially cleared to do so.

The premises may be re-entered when the following have occurred:

1 Emergency Services & the Head or in the absence of the Head the Deputy Head have deemed the premises safe

2 Registration of pupils and adults has been completed and everyone has been accounted for

3 Surveyor or structural engineer have completed assessments of the buildings

4 The premises are secure

5 Mains water, electricity and gas supplies have been checked by a competent person

6 Upon returning to the school the School Keepers will ensure that the school gates are closed and locked