



STRATFORD PREPARATORY

2 - 11 YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL



Little
PREP

0 - 4 YEARS INDEPENDENT DAY NURSERY

Fire Safety Policy

FOR SPS AND VOLUNTEERS

Approved by: Helen King, Compliance Manager
Dan Brewer, Headteacher

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I. FIRE SAFETY MANAGEMENT POLICY

The Regulatory Reform (Fire Safety) Order 2005 specifically requires a Fire Risk Assessment to be carried out and for this to be suitably reviewed. This was completed for the school in May 2024 and is reviewed annually or when there is a significant change, whichever occurs first.

In addition it is expected that the school will put in place a management system / policy and procedures to deal with fire safety and prevention. The Fire Safety policy sets out the objectives in respect of fire prevention emphasises the school's commitment to fire safety. The school aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors.

The school has regard to Building Bulletin 100: Design for Fire Safety in Schools (2007), which provides technical guidance on fire safety design and management specific to educational premises. While this is non-statutory guidance, it complements our obligations under the Regulatory Reform (Fire Safety) Order 2005 and [Building Regulations Part B](#).

We have formulated this policy to help us comply with the following:

- > The Regulatory Reform (Fire Safety) Order 2005
- > Current Education (Independent School Standards) Regulations 2014 (EISSR) applicable to Fire Safety
- > Equality Act 2010 (regarding reasonable adjustments for disabled persons)
- > Health and Safety at Work Act 1974

2. FIRE SAFETY STATEMENT

Stratford Preparatory School is a day school for children aged 0 to 11. The school is located at Church House, Old Town, Stratford-upon-Avon, Warwickshire, CV37 6BG

The primary focus of Stratford Preparatory School is for the safety of its children, employees and visitors, to that end the fire safety management of the school is based around "life safety". It is the overall aim to minimise risk to staff, pupils, visitors and members of the public in the immediate vicinity of the school, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005. The school has put procedures in place to protect records but this is not the primary focus.

The school aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The school Directors and Headteacher are ultimately the recognised responsible people. In practice responsibility for fire safety is delegated to the Headteacher who manages the school and its fire safety on a day to day basis. The Headteacher has specific areas of responsibility but has delegated defined duties to support staff. Please see Fire Management Responsibilities and the organisation chart (Appendix 1) for details.

3. REFERENCE TO KEY GUIDANCE

This policy has been developed with regard to the following guidance documents:

- > [Building Bulletin 100: Design for Fire Safety in Schools \(2007\)](#) - This provides technical guidance on fire safety design and management specific to educational premises. While this is non-statutory guidance, it complements our obligations under the Regulatory Reform (Fire Safety) Order 2005 and Building Regulations Part B.
- > [Fire Safety Risk Assessment: Educational Premises](#) - Published by the Department for Communities and Local Government (DCLG), this provides specific guidance on conducting fire risk assessments in schools.
- > [Fire Industry Association \(FIA\) Guidance](#) - Including guidance on fire safety systems in schools and sensory considerations for alarm systems.

4. FIRE MANAGEMENT SYSTEM

There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The leadership of the school identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing level provided is specifically appropriate to the fire safety requirements of the school. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Planning

The most recent Fire Risk Assessment was completed in December 2025. The Fire Risk Assessment is reviewed annually or when there is a significant change, whichever occurs first.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

Fire Risk Assessment

Two fire risk assessments were conducted for Stratford Prep School premises:

Main School Building: Risk Rating - MODERATE (Medium likelihood, Moderate harm)

Pre-Prep Building: Risk Rating - TOLERABLE (Medium likelihood, Slight harm)

The action plan produced [here](#) consolidates all remedial actions from both assessments, organized by priority level. The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

Priority Definitions

	Description	Timeframe
1	Immediate Action - Fire likely or significant risk of injury/fatality	Immediate
2	Urgent Action - Fire possible, injuries/fatalities could occur	Within 3 months
3	Medium/Long Term Action - Could lead to possible injury	Within 6-12 months
4	Action Recommended - Contrary to best practice	Within 12 months

Organisation

- > The Headteacher is responsible for ensuring that all control measures identified in the Fire Risk Assessment are in place and that further improvement actions are completed so far as is reasonably practicable.
- > The Headteacher has assigned the Compliance Manager with the responsibility to complete each improvement action.
- > The Compliance Manager will ensure the Fire Marshall (Headteacher) completes the management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted by the Compliance Manager to suitably qualified engineers.
- > Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receive fire safety awareness training annually.

5. FIRE MANAGEMENT RESPONSIBILITIES

The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

5.1. HEADTEACHER

The Headteacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds. The Headteacher may delegate these responsibilities to a Deputy Head as the "Responsible Person".

The Headteacher is responsible for ensuring:

- > The school has a Fire Safety Policy and that such a policy is reviewed annually.
- > That a Fire Risk Assessment is completed and reviewed annually.
- > Staff are notified of the significant findings of the Fire Risk Assessment.
- > Recommended actions derived from the Fire Risk Assessment are completed.
- > The maintenance / testing of all firefighting systems and equipment are completed and recorded in the fire log book.
- > That the school emergency plan and evacuation procedures are regularly reviewed.
- > The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff.
- > All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures.
- > The provision of fire awareness training for all staff.
- > The provision of fire warden training for designated staff.
- > That an emergency fire drill is undertaken every term.
- > The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability (PEEP).
- > The provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting.
- > The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment.
- > Any fire prevention officer's recommendations and or enforcement notices are complied with.

5.2. HEAD FIRE MARSHALL (HEADTEACHER)

The Head Fire Marshall is responsible for:

- > Collecting all the area and classroom information from Teachers and Fire Wardens
- > Controlling the assembly point
- > Ensuring that fire and rescue service access gates are opened
- > Following a practice completing the Fire Drill Reflection Log (appendix 4), noting escape times and providing observations for improvement.
- > Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- > Providing the fire and rescue service with a detailed (laminated) plan of the building
- > Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- > Implementing the major incident site evacuation plan if required.

5.3. COMPLIANCE MANAGER

The Compliance Manager is responsible for controlling work, maintaining safety systems and maintenance. A system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

Regular inspections of fire safety equipment, exit routes etc. will be carried out in accordance with the details in the Health and Safety / Fire Precautions log book, (which is kept in the Operations Team office). Any defects or shortcomings should be brought to the attention of the Head of Operations and Facilities Manager who will ensure the arrangements for replacement or replenishment.

The **Compliance Officer**, who is responsible for Health and Safety in the school, will complete a **Fire Risk Assessment** and review this annually. Fire alarm tests will take place weekly. A fire drill will take place at least once a term and as soon as possible after any new intake of students is admitted to the school. A record of the results of the fire drill is kept and feedback given to staff.

Members of the Senior Leadership Team and staff responsible for Health and Safety will be told beforehand of the drill and will act as observers.

The Site Manager or a delegated responsible person will undertake a weekly visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by a nominated person as follows:

- > On the physical state of fire extinguishers.
- > Checking that the exit routes are free from obstruction and are left unlocked.
- > Reporting all defects to the Headteacher or other nominated persons who will ensure that

this is communicated to the Compliance Manager and that any remedial action is taken.

The Compliance Manager and Headteacher are responsible for ensuring:

- > The regular testing of the fire alarm every week.
- > The regular testing of the emergency lighting every week.
- > The inspection of the firefighting equipment
- > The inspection of exit/escape routes and signage
- > The completion and upkeep of the school fire log.
- > Reporting any hazards (which cannot be dealt with) to the Compliance Manager.
- > Ensuring that access can be gained at all times to the electric and gas shut off devices.
- > Ensuring all visiting Contractors have undertaken appropriate Fire Safety Training and can provide evidence of training when requested.
- > Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers
- > Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime.
- > Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime.
- > Ensuring that supervision of contractors undertaking hot work and cold work is provided by the Site Team.

5.4. THE BUSINESS MANAGER

The Business Manager is responsible for:

- > Calling the fire and rescue service to ensure that they have been notified of the alarm.
- > Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation.
- > Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures.
- > Where appropriate escorting visitors and contractors from the building.
- > Collecting information such as contact details of parents.
- > Taking such information to the assembly point for use in a major incident / site evacuation.

5.5. TEACHERS

The Teachers are responsible for:

- > Acting as fire wardens when evacuating their class from the school.
- > Ensuring that their particular classrooms are kept free of hazards which may block escape routes.
- > Ensuring that all electrical equipment used within the classroom have been suitably maintained.
- > Reporting any hazards (which cannot be dealt with) to the Facilities Team.
- > Ensuring that new pupils are suitably trained in evacuation procedures.
- > Ensuring that pupils who attend class with a prohibitive injury are assessed and that a Personal Emergency Evacuation Plan (see Appendix 3), is put in place.
- > Following school evacuation procedures including reporting to the Head Fire Warden with the result of the register check.
- > Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the Head fire warden announces that the school is safe.
- > If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the school to a safe site.
- > Taking part in any fire safety training provided by the school.

Effective fire safety depends on all staff understanding their responsibilities and being competent to carry them out. The school has a comprehensive training program to ensure this.

Induction Training (All Staff)

All new staff members, including temporary and supply staff, must complete fire safety induction training within their first week of employment.

Delivery: Conducted by Headteacher or Business Manager

Record: Signed attendance record kept

Annual Refresher Training (All Staff)

- > All staff must complete fire safety refresher training annually.
- > Method: Online training via Educare platform - "Fire Safety in Education" module
- > Deadline: Must be completed by end of September each year
- > Monitoring: Business Manager monitors completion and follows up non-completion

Record: Educare system records completion

5.6. FIRE WARDENS

The Fire Wardens are responsible for:

- > Ensuring that their designated areas are clear before leaving the building.
- > Closing all fire doors (not on automatic closers) before leaving their area.
- > Taking an active day to day role in fire prevention and hazard spotting
- > Reporting fire safety issues such as missing fire extinguishers.
- > Ensuring that fire escape routes/stairs and fire exits are not blocked.
- > Reporting any hazards (which cannot be dealt with) to the Facilities Team.
- > Reporting to the Head Fire Warden at the assembly point to notify them of the occupancy status of their area.
- > Assisting the Head Fire Warden in securing the building and ensuring that no one re-enters the Facilities until it is deemed safe to do so by the fire and rescue service.

Fire Warden Training

All designated Fire Wardens must complete formal fire warden training (Educare 'How to be an Effective Fire Warden or Fire Marshal')

Refresher Training:

- > Required annually
- > Certificate issued on completion

Next due: August 2026

Current Fire Wardens [List to be reviewed annually]:

- > Mr George Chellis
- > Mrs Lois Thomas
- > Mrs Louise Maher
- > Mrs Clare Hooper
- > Miss Phoebe Stone
- > Mrs Natalie Herbert

5.7. SENCO (SPECIAL EDUCATIONAL NEEDS COORDINATOR)

The SENCO is responsible for:

- > Identifying pupils who require Personal Emergency Evacuation Plans (PEEPs)
- > Working with the Business Manager to ensure PEEP's are created for all identified pupils
- > Ensuring PEEP's are reviewed annually and after any change in circumstances
- > Liaising with parents/carers regarding PEEP arrangements
- > Ensuring staff supporting pupils with PEEP's receive appropriate training
- > Identifying pupils with sensory sensitivities who may be distressed by fire alarms
- > Developing strategies and social stories to support pupils with anxiety about fire drills
- > Attending Fire Safety Committee meetings to provide updates on PEEP management
- > Reviewing PEEP effectiveness following fire drills

6. FIRE SAFETY GOVERNANCE AND REVIEW

Policy Review Process

This Fire Safety Policy will be:

- > Reviewed annually by the Headteacher and Compliance Manager
- > Presented to the Directors annually for approval
- > Updated immediately whenever there are significant changes to:
 - Building layout, structure or use
 - Occupancy numbers or patterns
 - Legislation or statutory guidance
 - Findings from Fire Risk Assessments
 - Recommendations from Fire and Rescue Service

Fire Safety Committee

The school has established a Fire Safety Committee which meets termly to review and monitor fire safety management. The committee consists of:

- > Headteacher (Chair)
- > Compliance Manager
- > Head Fire Marshal
- > Business Manager
- > SENCO (for PEEP oversight)
- > A Governor representative

The committee reviews:

- > Fire drill performance and evacuation times
- > Review effectiveness of external contractors
- > Staff training
- > Fire safety equipment maintenance records
- > Near-miss incidents and trends
- > Progress on action plans from Fire Risk Assessments
- > Any changes to building use or occupancy
- > Effectiveness of PEEP's
- > Feedback from staff, pupils, and Fire Service

Minutes are kept and recommendations are implemented with clear accountability and timescales.

7. OUT OF HOURS USE

During Open Evenings, performances, awards ceremonies and any activities taking place outside the normal school day school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. Visitors will be made aware of the evacuation procedure and the means of escape from the buildings in use at the time.

Competent attendants will be provided by the School to ensure a satisfactory level of safety is maintained during all events. These attendants will:

- > Be identifiable
- > Ensure no overcrowding
- > Keep exits and gangways clear
- > Be aware of the needs of the disabled.

The School operates a strict NO SMOKING policy at all times, including when there is use of the School during an event or under a lettings agreement.

Hirers and Extended School Providers

All hirers and contracted users of the Facilities will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility. Only those parts of the School in use during letting are unlocked. Users must be aware of means of escape available to them at any time.

Any electrical equipment bought onto school premises must comply with current safety requirements and must only be used by competent people. A copy of this policy will be provided as part of the information provided to each letting.

8. FIRE ALARM SYSTEM

The Fire Alarm has been serviced annually. The last service was carried out in August 2025. The Fire Alarm underwent a full upgrade in May 2024 by Securico Ltd and PFP carry out servicing twice a year.

Daily Indicator Panel Checks

To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

Weekly Test by PFP

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this it is suggested that all manual call points in the relevant building are numbered.

Quarterly and Annual Inspection and Test

The test and check sequence should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be entered in red ink.

9. FURTHER INFORMATION & SPECIFICS

Fire Extinguishers

All firefighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturer's requirements.

It is also advisable that a nominated person inspects all firefighting equipment once per week to ensure that they are not obstructed and are readily available.

Fire Extinguishers are serviced annually. They were serviced and replaced/upgraded in August 2025 by PFP Ltd.

Records of fire drills and training

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire. This training should be based on written instructions and should be at such intervals, as will ensure all employees are instructed, preferably twice, but in all cases, once in each period of 12 months.

All staff will complete compulsory Fire Safety in Education training provided by Educare upon commencement of their employment and will undertake refresher training when requested to do so.

All appointed Fire Marshals received formal training by Principal Fire Protection Limited on the 31st August 2023.

Emergency Lighting

The emergency lighting is tested in accordance with the relevant British Standard and Manufacturer's instructions. The Emergency Lighting was serviced by PFP in October 2025.

Extinguishing Fires

Anyone discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

Extinguishing a fire should **NOT** be attempted if there is a risk of injury to the person using the extinguisher. Staff should only consider fighting a fire after they have evacuated any students in their charge and raised the alarm. They must if possible inform another adult of their intention to fight the fire.

Fire Door Requirements

Fire doors are a critical element of passive fire protection, designed to prevent the spread of fire and smoke through a building. Proper management of fire doors is essential to maintain their effectiveness.

All fire doors in the school must:

- > Be clearly labeled with appropriate "Fire Door - Keep Shut" signage (unless on automatic closers)
- > Close fully and latch properly when released
- > Have functioning door closers that are regularly maintained
- > Be free from damage to the door leaf, frame, seals, and glazing
- > Have intumescent strips and smoke seals intact
- > Not be wedged or propped open (except by approved hold-open devices)

Staff Responsibilities for Fire Doors

All staff must:

- > Never wedge or prop fire doors open
- > Report any fire door that doesn't close properly
- > Report any damage to fire doors, frames, or closers
- > Report missing or damaged fire door signage
- > Ensure displays and equipment do not obstruct fire doors
- > Close fire doors (not on hold-open devices) when leaving rooms

Fire Prevention in Specific Areas

Appropriate risk assessments should be in place for any activity that may pose a fire risk including the use of machinery. These should be regularly reviewed and all staff involved will have read and understood the Risk Assessments and signed to confirm the same.

All equipment is checked prior to use and the Compliance Manager is responsible for ensuring all appropriate annual testing and inspection of machinery and equipment takes place by a qualified and competent engineers, and records are kept.

The Compliance Manager is responsible for ensuring the testing and inspection of fixed gas installations and pipework. The Compliance Manager is also responsible for the equipment/appliance servicing and maintenance for specialist high risk areas such as Catering, Art, Food Tech and Science.

Flammable substances are stored appropriately in a lockable, flammables cupboard which is clearly labelled. All Gas appliances are serviced annually.

Science

Currently the Science Lab is not in use and has been decommissioned with all gas and water supplies disconnected. All fire detection remains in place.

Art

The Art Department may use a number of potentially flammable substances which are kept in a locked flammables cupboard which is clearly marked. Appropriate risk and COSHH assessments are in place. High attention to housekeeping, particularly regarding sources of ignition, is maintained with minimum levels of combustible materials kept.

Catering

The Compliance Manager is responsible for ensuring the Catering Staff maintain the kitchens and ensure all hygiene practices are adhered to and in accordance with current regulations and guidance. The Head Chef will ensure records of those checks are maintained.

The Compliance Manager is also responsible for ensuring all catering staff have received relevant training in the use of kitchen /washing-up equipment and use/storage of cleaning products and have read, understood and signed all Risk Assessments relevant to the equipment they are using.

Appendix I

Fire Management Responsibilities

Fire safety should be based on fire prevention. Fire warden and fire marshal roles fall into two categories:

1. Proactive day-to-day duties
2. Reactive emergency duties

Proactive day-to-day duties

Proactive duties include:

- identifying and reporting hazards to maintenance
- ensuring that fire exit routes and final exit doors, including safe refuges and protected stairwells remain clear.
- ensuring that fire extinguishers are in the right place, free from damage, serviced and not obstructed.
- checking that fire doors are not propped open and that they are free from damage.
- being satisfied that housekeeping standards are maintained without a build-up of combustible materials and other hazards.
- supporting your employer with ensuring that all internal statutory fire safety inspections and tests are undertaken.

Reactive emergency duties

In the event of a fire or other emergency evacuation:

- Raise the alarm if you discover the fire.
- If appropriate, attempt to put the fire out – this should ONLY be attempted if the fire is small (waste paper basket sized or less) and is not compulsory.
- Check that any gas supplies are switched off if applicable.
- Collect a High-Vis Jacket, registers and emergency evacuation pack if available.
- Bring up the rear of the evacuation. Sweep the area you are in charge of, checking each room as you go.
- Help to maintain silence and order at the Fire Assembly Point. Give out and collect registers as appropriate.

Role	Person Responsible	In case of absence
Responsible Person	Mr Dan Brewer	Mr Scott Powell
Calling the Fire Brigade	Mr Martin Boswell (Caretaker)	Mrs Debbie Hillier (Receptionist)
Fire Marshals: Prep Fire Marshals: Prep Fire Marshals: Pre-Prep Fire Marshals: PrePrep	Mr George Chellis Mrs Lois Thomas Mrs Louise Maher Mrs Clare Hooper	Mr Scott Powell Ms Debbie Parkes Mrs Linda Thomas

Appendix 2

Fire Procedures

The member of staff who discovers a fire should 'break the glass' to sound the alarm.

Contact the Fire Brigade by phoning 999 from a school telephone or 999 from a mobile phone.

When the fire alarm sounds, you will either hear a continuous ringing bell or a siren.

Pupils must proceed quietly, orderly and quickly, under the direction of their teacher and assemble at the Fire Assembly Point (FAP), where they must 'line up' in forms. Staff, visitors and pupils should go to the nearest FAP to where they are working.

Escape routes and emergency exits are posted in every room in the school, indicating exits to be used in the event of an evacuation. Staff and pupils should study these notices carefully. In all cases, the correct route is the nearest safe exit.

Fire Assembly Point (FAPs)

There are two fire assembly points in use for the school

- > Nursery Garden – under 2s
- > Playground – all other years (including Little Prep) and all staff

If the site has to be evacuated, the FAP is the **front entrance of the Paddock**.

If the town is evacuated, the FAP is **Stratford Leisure Centre**.

Roll Call

School Playground – Forms will assemble as per the overhead plan.

- Fire Marshalls will let the Senior Fire Marshall know that buildings are clear.
- Form tutors will hold a roll call of pupils in their form.
- Admin Staff will hold a roll call of teaching staff, administrative staff, domestic staff, maintenance staff and visitors.
- Heads of key stage will check with form tutors that all of their pupils are present.
- If any person is missing, Admin staff will inform the Headteacher and Senior Fire Marshall immediately.

Appendix 3

Personal Emergency Evacuation Plan (PEEP)

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. This form should be completed by the Business Manager. For pupils requiring PEEPs, the plan will be developed in consultation with parents/carers, the SENCO, and relevant staff. Parents will receive a copy of the PEEP and be asked to sign acknowledgment. PEEPs will be reviewed at least annually and after any significant change in the pupil's circumstances.

Date of PEEP:					
Date to be reviewed:					
New PEEP		Revised (change in circumstance)		Annual update	

Photo	Name of child/young person:
	D.O.B.:
	Class/group/form:
	Location of class/group/form in building:
	Play Leader/Teacher/Tutor: (including telephone extension)

PEEP Lead at the school/setting:
Those involved in developing the PEEP:

Consider	Yes	No	Comments
Does the child/young person change rooms during the day – taking them to more than one location within the building or site?			
Does the child/young person have difficulty identifying or reading emergency exit signs?			
Does the child/young person experience difficulties hearing the fire alarm?			
Is the child/young person likely to experience difficulties independently travelling to the nearest emergency exit?			

Does the child/young person experience difficulty using stairs?			
Is the child/young person dependent on a mobility aid for walking or a wheelchair?			
If the child/young person uses a wheelchair, do they have difficulty transferring from this without assistance?			

Can the child/young person raise the fire alarm upon discovering a fire?	Yes		No	
If no, detail the procedures agreed with the child/young person about how they will inform someone of this:				

How is the child/young person to be informed of an emergency evacuation?			
Existing alarm		Visual alarm	
Vibrating pager		Other (specify)	
Provide details of how the child/young person would know if there was a fire:			

Provide details of the persons designated to assist the child/young person in the evacuation and the nature of assistance to be provided by each person:

Provide details of the methods of assistance (e.g. transfer procedures and methods):

--

Equipment provided for use during evacuation: (include details of where this is stored)
Training in use of equipment provided by:
Persons receiving training:
Date:
Date to be reviewed:
Comments:

Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the child/young person and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for the fire evacuation within the school/setting?		
Has the fire safety competent person informed all relevant staff of these arrangements, e.g. Class Teacher, Teaching Assistant etc.?		

If no to the any of the above, please explain and detail next steps:

Record the length of time of practice evacuation:

I am aware of the emergency evacuation procedures and am in agreement with the plan set out above

Signature of parent/carer

I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis

Signature of Leader/Headteacher/Principal

The completed Personal Emergency Evacuation Plan should be held:

- In the child/young person's individual record
 - By the Leader/Headteacher/Principal (Responsible Person for Fire Safety)
 - By the Competent Person for Fire Safety at the school or setting (this may be the responsible person in some schools)
 - By the Key Worker, Class Teacher or Tutor
 - By the Designated Assistant
 - In the Fire Log Book
-
- **Temporary PEEPs:** These must be created for staff or pupils with short-term impairments (broken bones, late pregnancy, temporary medical conditions)
 - **PEEP Buddies/Designated Assistants:**
 - Named individuals must be assigned to assist each person with a PEEP
 - Named individuals must receive training
 - Backup assistants should be identified for any named individual absences
 - Pupils should not be buddies for other pupils
 - **Communication:** Parents/carers must be informed of any PEEP in place for their child and given a copy

Appendix 4

Fire Drill Reflection Log

Date:		Time of drill:		Senior Marshal:	
Additional Marshals:					
Drill or Non-Drill? (if Non give reasons for alarm activation)					

	Key Aspect	Time Confirmed	Notes
Timings	Evacuation Prep		
	Evacuation Little Prep		
	Attendance (confirmation)		
	Building Clear		
	Alarm Clear		

Question	Yes / No	Notes
Are all Fire Marshalls wearing high vis?		
Did all Fire Marshalls confirm building clear?		
Were all visitors accounted for?		
Were the admin team clear and visible?		
Did the teachers know how to register pupils?		
Did pupils know where to go?		
Was pupil behaviour of a good standard?		
Further Notes?		
Future Actions		