



GUILDFORD HIGH SCHOOL

8-3 FIRE PROCEDURES

CONTENTS

POLICY STATEMENT	1
POLICY	2
FIRE PROTECTION	3
FIRE PROCEDURE.....	4
OUT OF SCHOOL HOURS.....	6
SENIOR SCHOOL.....	6
JUNIOR SCHOOL	6
VISITORS	6
OUT OF HOURS EVENTS.....	6
FIRE RISK POLICY AND PROCEDURES	7
FIRE TRAINING.....	8
CONTRACTORS.....	9
DISABLED PERSONS.....	9

POLICY STATEMENT

Guildford High School places the highest importance on fire safety and is committed to raising awareness of the risk of fire, its prevention and reaction of both pupils and staff should a fire break out, through training and education.

This policy applies to all members of our school community, including those within the EYFS setting. Guildford High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Guildford High School seeks to implement this policy through adherence to the procedures set out in this document.

In line with our Provision of Information policy this document is available to all interested parties on our website and on request from the school office.

This document is reviewed annually by the Facilities Manager or as events or legislation change requires. The next scheduled change is September 2026.

POLICY

The person responsible for Fire Safety is the Head; she appoints the Facilities Manager in matters of Fire Safety. Guildford High School's Fire policy complies with the Regulatory Reform (Fire safety) Order 2005. We provide instructions to all staff, pupils and visitors to ensure safe evacuation of the premises in the event of fire.

In line with United Learning policy GHS makes provision for a fire risk assessment to be carried out by a relevant body every 5 years. It is formally recorded and reviewed by the Facilities Manager on an annual basis or when significant changes have been made to the buildings. The school is not routinely visited by the Fire Brigade but will comply with any recommendations made by the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service. There are currently no significant recommendations of the Fire Service outstanding.

Guildford High School recognises the importance of raising awareness of Fire Safety and seeks to ensure all possible fire risks are addressed. In line with this aim, Guildford High School will:

- Disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff
- Carry out training of all staff on initial appointment which will be repeated periodically
- Ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment
- Ensure fire drills are carried out in the first 2 weeks of each term to raise awareness and confidence in fire procedure across the whole school.
- Ensure the Facilities Manager and staff are confident in contacting the Fire Services in the event of a fire
- Ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- Provide staff and those working on the site with a copy of this policy. It is school requirement that all those working on school site are provided with information about fire safety at Guildford High School.
- Maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

All staff must read this policy and be aware of the fire procedures.

It is reviewed annually, or as legislation changes require, by the Facilities Manager

This policy should be read in conjunction with:

- SENDA

- Health and Safety Policy
- SEN & EAL Policy
- Risk Statement
- UL Fire Safety Management Policy

FIRE PROTECTION

All buildings are fitted with Automatic Fire Detection (AFD).

This system comprises of a series of smoke and heat detectors connected to central fire panels in the reception areas of each building.

In addition the alarm can be raised by manual call points usually situated by exit doors.

The alarm is monitored externally. In the event of an activation during normal office hours the monitoring company will phone the school to check the emergency is real before contacting the Fire Service. Outside normal hours they will call the Fire Service automatically and phone the Facilities Manager and/or the Senior Caretaker.

Instructions on contacting the monitoring company are on the fire panels.

The alarms systems in all buildings on the main site are linked and operate on a 'one out, all out' system.

Procedures are in place for notifying the Sports Centre that an evacuation is taking place.

Fire extinguishers are situated at various points around all buildings. They are mainly in corridors, but additional units are in higher risk locations such as laboratories and kitchens. A list of staff trained in their use is on the H & S Notice Board in staff rooms and other strategic points around the buildings.

Emergency lighting is fitted throughout all buildings.

The fire alarm is tested weekly every Wednesday by the Facilities Manager and every six months by an external contractor, when tests of smoke/heat detectors is carried out.

Emergency telephones are provided in Disabled Refuge areas, which are linked to Senior School reception.

An approved external contractor tests fire extinguishers annually.

Emergency lighting is tested during every holiday period by the Facilities Manager, and annually by an approved electrical contractor.

The Facilities Manager keeps details of the contractors approved to work on the emergency systems.

FIRE PROCEDURE

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS
- All emergency evacuation maps are by the evacuation point in each room and on health and safety notice boards.

In the event of any member of the GHS community finding a fire they must:

1. Manually break the call point glass
2. Contact the Fire Services directly by dialling 999

The evacuation signal in all buildings is a siren, and staff and pupils should follow the evacuation procedure:

- Close all windows
- Switch off appliances such as D & T machinery; Bunsen burners etc (do not wait to shut down your computer).
- Evacuate via the appropriate published route from the area of the school, closing the door behind them.
- All pupils and staff must walk in silence and gather at the assembly point to be registered and receive further instructions.
- Middle and senior leaders and administrative staff should take their iPads with them if the devices are immediately accessible when the alarm commences.

Senior School – to the Nightingale Courtyard, except 6th Form who go to Nightingale Road Garden.

Junior School – to the front lawn between Senior and Junior School

Sports Centre – to Sports Centre Lacrosse Pitch or Stoke Park

Stoke Park – is used as a contingency muster point. A member of SLT or the Facilities Manager will direct pupils and staff from their designated point to Stoke Park

- The Facilities Manager and/or Caretakers will check the fire panel to establish the area of the fire. Fire panels are situated in the reception areas of the Junior and Senior schools, Performing Art Centre and the Sports Centre, and the entrance halls of Morton House and Harper House.
- The Caretakers will then establish if there is a fire and contact the Facilities Manager by mobile to inform him.

- The Facilities Manager or a member of staff will then telephone the Fire Services and notify them on arrival of the position of the fire.
- The Facilities Manager and/or Caretakers will meet with the Head and the Senior Deputy Head on the front steps as soon as the above steps have been taken. The Head and the Senior Deputy Head will take the grab bag from Reception.
- The Administrative Staff are responsible for taking the registers, megaphone, and First Aid boxes to the muster point. The hazardous substance and information for Fire Service files are kept in a locked box at the front of the Senior School, will also be given to the Fire Service.
- An emergency 'grab bag' is kept by in the café in the Recital Hall.
- **Senior School:** Heads of Year and designated staff will register staff and form tutors will register pupils.
- **Junior School:** Form teachers and subject teachers will register pupils, and the Deputy Head of Junior School will register staff and report to Head of Junior School.
- **Sports Centre:** Procedures are in place for notifying the Sports Centre that an evacuation is taking place. The reception at the main site will telephone the Sports Centre. Staff at the Sports Centre will ensure that pupils/staff do not then walk down to the main site until they are informed of the 'all clear'. If an evacuation happens at the Sports Centre, then the main site will be informed and staff will be allocated to ensuring that pupils/staff do not walk to the Sports Centre. Staff at the Sports Centre will register pupils there.
- If pupils are missing and unaccounted for, the form tutor or a member of staff taking the register should inform their head of year who will pass this information to a designated person at each muster point, who will compile a list of all unaccounted for absentees at the muster point and take it to the Head on the front steps, so that we have a provisional list to pass on to the fire service if necessary. Members of staff registering staff should also pass the names of absent and unaccounted for staff to the designated person at each muster point.
- Designated people at each muster point are Claire Payne, Marta Bednarek, Rosana Vilaplana, Helen Thompson (Alice Courtyard); Helen Burling-Smith, Allistair Williamson (Junior School); Katrina Sloan, Phoebe Greenway, Dan Martin (Sixth Form on Junior School Playground).
- Administrative staff gather at the front steps as soon as they are registered and have completed their duties as outlined above and cross-check the list of absences unaccounted for with the absence lists on the iSAMS teacher app and the sign-in app. As people are accounted for, the list is continually updated. The Head keeps the Fire Service informed of absences unaccounted for.
- Once the **ALL CLEAR** has been given to the Head by the Facilities Manager, caretakers or the Fire Service the Head will dismiss pupils back into the building.
- In line with the Emergency Procedures policy, in the event of an emergency a School Post text message will be sent by the MIS Manager to all parents, requesting that they collect their daughter from a designated location.

OUT OF SCHOOL HOURS

If the alarm sounds before 8.30am, pupils and staff will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a member of Senior Leadership Team, the Facilities Manager or a caretaker will inform the Fire Brigade that there could be pupils in the building who cannot be accounted for.

SENIOR SCHOOL

After 4pm, all pupils must gather at the assembly point. The Librarian will then register the pupils using the sign in/out sheet as a register. Any other member of staff running an event or club after school should also have an accurate register of attendance which will be used. The duty Caretaker will update the librarian either by phone or in person as to whether the fire brigade has been called or if the alarm can be silenced and the pupils allowed back into the building.

JUNIOR SCHOOL

After 3.45pm, all pupils gather at the assembly point. The Head of Junior School or in his absence the Deputy Head or Head of Pre-prep will then register the pupils, supported by teaching staff, after school care staff and staff running clubs. The Deputy Head or Head of Pre-prep will also register staff present.

At all times there is a trained Fire Marshall on the Premises.

VISITORS

All visitors sign in and out of reception. The signing in system is electronic and in the event of an evacuation the receptionists have a mobile phone with an app enabling them to connect to the system and take a register of visitors.

All visitors should be accompanied by a member of staff and will follow them to the assembly point.

Fire evacuation routes are clearly labelled around the school, which visitors should follow.

OUT OF HOURS EVENTS

Staff and girls coming in out of normal hours (e.g. play rehearsal) must sign in on arrival.

The host member of staff is responsible for ensuring that adequate exits are unlocked and that everyone is clear on the evacuation procedure and what to do if the alarm should sound.

For out of hours events where visitors will be on site (play, concert etc) a caretaker or senior member of staff will be in attendance who can oversee any evacuation.

In this case it will be impossible for a role call to be taken as with a public event it is impractical to ask members of the public to sign in.

The duty caretaker will ensure that adequate exits are left open.

An Event Management Form must be completed prior to an event taking place which will list the evacuation procedures and risk assessment.

FIRE RISK POLICY AND PROCEDURES

All records relating to Fire Safety are kept and maintained by the Facilities Manager. They are reviewed in consultation with the Head and the Facilities Manager actions and records any matters arising. The following records are kept, maintained and reviewed:

- The Fire Risk Assessment and its review
- The Fire Safety Policy and Fire Procedures
- Training Records of Fire Wardens and other staff training
- The Fire practice drill log
- Certificates for the installation and maintenance of fire-fighting systems and equipment

The Facilities Manager carries out regular checks, walking the site and a termly checklist is completed. This is also in line with The Arson Prevention Bureau 1998 Regulations. Regular checks by the Facilities Manager include:

- Fire exits and emergency routes are kept clear
- Signs and notices are in place
- Emergency lighting is correct
- Fire extinguishers are not used to prop open doors
- Checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means or a door guard is attached. These doors will automatically close when the fire alarm activates.
- Annual maintenance of fire extinguishers is carried out by an approved contractor in December each year.
- JC Electrics Service and test fire alarms and emergency lighting six monthly in April and August
- The Facilities Manager and Caretaker test the call points in each building weekly on a Wednesday around 0800 and record the results in the log book.
- The Facilities Manager 'flick tests' the emergency lighting in every holiday period.

Heads of Departments have departmental Health and Safety policies and a copy is kept in the staffroom. High Risk departments such as DT Food Tech and Science have policies in place which include fire precautions and dangerous substances and clear instructions on what to do in the event of fire. Hazardous substances are kept in lockable cabinets/containers and COSHH sheets are kept for these substances.

Separate policies are in place to ensure communication between main school and the sports centre in the case of an evacuation. These policies also include provision for collecting girls from the sports centre and returning them to main school if necessary.

All policies are reviewed annually.

- A register of dangerous substances is kept by the Facilities Manager and a copy is kept in the School Office. This is made available to the Fire Brigade on arrival.

All Employees should:

- Familiarise themselves with the fire procedures and escape routes.
- Report to the Facilities Manager any concerns regarding fire safety
- Ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked.
- In accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk.
- Not attempt to extinguish a fire unless they have been specifically trained to do so.
- Comply with the School No Smoking Rule.

FIRE TRAINING

- All employees receive training and instruction on all of the fire and emergency procedures on an annual basis. All training is recorded. All members are advised on taking preventative measures and ensuring a safe environment.
- Any employees with additional fire safety duties i.e. Fire Wardens, will be given training on appointment to their specific duties and refresher training on an annual basis.
- Due to the nature and layout of the buildings it is not considered practical to appoint Fire Marshalls with responsibility for a particular area since teaching staff could be in any number of different places throughout the day, and they should stay with their class to ensure they evacuate and make their way to the assembly point safely. Support staff tend to be based in groups and are not in all areas. It could therefore put them at risk by asking them to go to a specific area rather than straight to the assembly point.
- New staff are inducted into the GHS Fire Procedures and they complete the checklist and return to the Facilities Manager for recording.
- The Fire Trained staff are listed on Health and Safety notice boards.

CONTRACTORS

- Any contractors working on site must sign in at reception and wear a visitor's badge at all times.
- The contractor's host must ensure that they are briefed on the school's fire procedure including the assembly point and no smoking policy.
- Any 'hot works' must be authorised by the Facilities Manager before work begins, and will only be allowed on receipt of a completed risk assessment and method statement and after being issued with a hot work permit.

DISABLED PERSONS

Any member of the GHS community who suffers a disability, be in permanent or temporary, will be issued with a Personal Evacuation Plan (PEP).

This plan will depend upon the individual's disability but could include relocation of lessons/office.

Reasonable adjustments will be made to the premises where possible to ensure that anyone on the premises can be suitably notified of an emergency and evacuate safely no matter what their personal circumstance. However, the age and layout of some parts of buildings may make these adjustments impractical.

Areas of the buildings likely to be visited by disabled visitors/parents for example the main hall are equipped with step free access.

Date of next review: September 2026