

## Fire Safety Policy

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## Contents

1. INTRODUCTION.....	4
2. FIRE ZONES.....	4
3. ORGANISATION.....	5
4. FIRE EVACUATION PRACTICES/DRILLS.....	7
Annex 1 - Main School - Fire Evacuation Procedure.....	8
Annex 2 - Fire Safety Rules for all Staff.....	9
Annex 3 -Fire Procedures for Visitors.....	10
Annex 4 -Fire Procedures for Holiday Clubs.....	10
Annex 5 - Fire Classifications.....	11
Annex 6 - Fire Extinguishers.....	12

# FIRE SAFETY ARRANGEMENTS

From September 2025 onwards

## 1. INTRODUCTION

Fire awareness is a vital consideration for everybody who lives at, works at or visits Edge Grove. The key elements of the school's overall Fire Safety strategy are described in these Procedures which apply equally to all areas of the School including EYFS.

## 2. FIRE ZONES

The school has a fully integrated fire alarm system (i.e. if the alarm goes off in one area, it will sound in all areas except as noted here). The Estates Yard has individual self-contained and stand-alone fire alarm systems with no link to the main school system. The main fire alarm panel is located in the corridor at the rear of the Main House.. The total school area is divided into 15 fire zones, as follows:

<u>Zone 1.</u>	Main House (Ground Floor – West side)
<u>Zone 2.</u>	Main House (Ground Floor – East side)
<u>Zone 3.</u>	Main House (First Floor – North side)
<u>Zone 4.</u>	Main House (First Floor – South side)
<u>Zone 5.</u>	Main House (Second Floor)
<u>Zone 6.</u>	Main House (Top Floor)
<u>Zone 7.</u>	Main House (Cellar & Boiler Room)
<u>Zone 8.</u>	Music School & Assembly Hall
<u>Zone 9.</u>	Jubilee Building
<u>Zone 10.</u>	Science/Food Tech
<u>Zone 11.</u>	Junior Department
<u>Zone 12.</u>	Sports Hall & Changing Rooms
<u>Zone 13.</u>	Apthorp Building
<u>Zone 14.</u>	Stable Block
<u>Zone 15.</u>	Rose Garden Building

All 15 zones are served by the main fire alarm panel; local panels are also in place in the Music School (Zone 8), Jubilee Building (Zone 9), Science Building (Zone 10), Junior Department (Zone 11), Sports Hall (Zone 12) and the Apthorp Building (Zones 13 & 15).

A repeater panel is located in the Main House First Floor so that the alarm location is visible on that floor. Instructions for the operation of the main fire alarm panel are displayed adjacent to the panel.

All systems are set to automatically dial staff in the event of an alarm when the buildings are unmanned; staff dialed will be the Estates Manager, Head and Bursar.

### 3. ORGANISATION

a) **The Health and Safety Committee**

Responsible for ensuring that appropriate Fire Safety Procedures are in place across the school, and are regularly practiced and reviewed.

b) **The School's Fire Officer (Bursar) and/or Deputy School Fire Officer (Estates Manager)** is the School's competent person, appointed by the Head, and has delegated responsibility for ensuring that:

- 1) The school's fire evacuation drill is in place and widely publicised across the School site (see Annex 1). In the main house above ground floor, a room/area specific evacuation procedure is published in each area/room.
- 2) Satisfactory arrangements are in place for the production of registers and the conduct of roll-call at every fire evacuation.
- 3) Fire evacuation procedures are kept under continuous review (particularly in the light of changes to the school's infrastructure or working practices).
- 4) Fire evacuation drills are carried out at least once every term, when school is open to pupils.
- 5) Fire evacuation drills are carried out at varying times, on different days under varying simulated circumstances on each occasion during the school year.
- 6) A written report on each fire drill is completed by the Bursar (as the designated School Safety Officer) as soon after the fire drill as possible. Timings, and any issues arising recorded.
- 7) Any unsatisfactory occurrences during fire drills – or any acts or omission requiring remedial action – are followed up effectively and without delay.

c) **The School Fire Officers (Bursar & Estates Manager)**

Responsible for:

- 1) Calling the Fire Brigade in the event of an unplanned alarm during normal School hours after consultation with the Estates Manager and/or Head.
- 2) Carrying out (or commissioning its execution by an external specialist consultant) and recording the triennial (or more frequently as appropriate depending on change of use or development of school buildings) Fire Risk Assessment which shall include commentary on the elimination or reduction of risks from dangerous substances.
- 3) Ensuring that required measures identified in the annual Fire Risk Assessment are incorporated in the Health & Safety Action Plan, and followed through effectively.
- 4) Maintaining detailed fire zone plans, showing the locations of all:  
(a) Fire exits.

- (b) Emergency luminaries.
  - (c) Break-glass call points.
  - (d) Automatic smoke detectors.
  - (e) Automatic heat detectors.
  - (f) Fire extinguishers.
  - (g) Other fire-safety equipment.
- 5) Ensuring that fire zone plans showing fire exits and break-glass call points, are prominently displayed adjacent to all fire alarm panels.
  - 6) Arrangements for online fire awareness training as appropriate through the School's provider, EduCare, and maintenance of those training records.
  - 7) Carrying out weekly tests at a time that is well publicised of the efficient operation of the main fire alarm panel and the audibility of the fire alarm bells across the site, and maintaining suitable records of such tests.
  - 8) Maintaining written records of the checks at (7) above, and monitoring all necessary follow-up action.
  - 9) Ensuring that a 100% check of all emergency routes, call points, doors, signs, notices, emergency lighting, fire & heat detectors, alarms & fire extinguishers is carried out once per year by a suitably qualified person or company.
  - 10) Creating and maintaining effective Personal Emergency Evacuation Plans, (PEEPs) for people who may be vulnerable during an emergency evacuation of school buildings. Liaising with Pastoral Care staff over pupils who may suffer from mobility issues; in the main house above ground floor level pupils and staff must be able to access and descend the exterior fire escapes endangering themselves or others.
  - 11) Ensuring that the arrangements for visitors are appropriate and that visitors are directed to the information available on their visitor badges and the Fire Procedures available at the Front Office.
  - 12) Maintaining an electronic folder of all documents relating to Fire Safety at Edge Grove and a paper copy for the emergency grab bag and emergency services.
  - 13) Liaising with Hertfordshire Fire and Rescue Services or other external agencies on fire-related issues as required.

**d) The Estates Manager**

- 1) Will be responsible for carrying out such tasks of those outlined at (c) above, as are delegated to him by the Bursar.
- 2) In the event of a fire alarm sounding, the Estates Manager and all members of the Facilities Management team are to assemble at the Main Fire Alarm panel (or as close to it as safety will permit), for further deployment as directed by the Bursar (or Head).
- 3) In the Bursar's absence, calling the Fire Brigade as appropriate.

**e) The Assistant Head of Junior & Middle Departments**

Will be responsible for:

- 1) Taking registers to the relevant fire assembly point in order to facilitate roll-calls.
- 2) Ensuring that radio contact is made with the main school assembly point to liaise regarding further action as needed.
- 3) Ensuring appropriate first aid cover and equipment are available in the Junior & Middle Departments in the case of a fire or drill.

**f) The School Office Staff**

Are responsible for:

- 1) Maintaining appropriate registers of all employees, pupils and visitors present on the School premises (including Junior's) at all times during the normal school day. Registers are to be brought to the assembly point(s) for all fire evacuations in order to facilitate roll-calls.
- 2) Ensuring that all visitors are made aware of the visitors fire procedures at the time of signing in; procedures are published on the visitors' badges and in the front office / hall.
- 3) Checking the contents of the yellow school evacuation bag against the list of contents at the start of each half term and ensuring that the bag is taken to the main school fire assembly point.

**g) Duty/Resident Staff at Evening/Night (once front office is closed)**

Will be responsible for:

- 1) Calling fire brigade once safety of all personnel (staff & pupils) has been accounted for (see Annex 1).
- 2) Ensuring that they have access to any keys required for a night time evacuation

**h) All Employees and Pupils**

All employees at Edge Grove are responsible for both familiarising themselves with the school's Fire Safety Rules & Procedures and for following all related School policies and procedures in order to reduce the risk of fire wherever possible; this will include the turning off all unused electrical equipment. Teachers, in particular, have a personal responsibility for the safety of pupils in their charge, and must ensure that they are thoroughly acquainted with all aspects of the fire evacuation drills. Staff accompanying visitors when the school office may be closed (and therefore not "signed in") are, at all times, responsible for the safety of their visitor.

## **4. FIRE EVACUATION PRACTICES / DRILLS**

Fire Drills are held as soon as possible after the start of each academic year and regularly thereafter. With the exception of the first drill of the year, all drills are normally held without warning.

If a false alarm occurs, the building should be evacuated before re-occupation. It may be decided to allow such an evacuation to proceed to a roll call and count it as one of the quota for the term.

For fire drills a notional location for the fire may be determined and the 'danger area' closed to people leaving the building. This will train staff and children to use alternative routes as circumstances dictate.

Drills through the year should be held at different times, so those problems that arise during assemblies and break times can be identified and countered if necessary.

### **Annexes**

1. Main School - Fire Evacuation Procedure
2. Fire Safety Rules for all Staff
3. Fire Procedures for Visitors
4. Fire Procedures for Holiday Clubs
5. Fire Classifications
6. Types of Extinguisher to use

**Dani Taylor  
Bursar  
August 2025**

## Annex 1 - Main School - Fire Evacuation Procedure

<p><b><u>On discovery of a fire:</u></b></p> <ol style="list-style-type: none"> <li>Any person discovering a fire should operate the nearest alarm.</li> <li>If this person is a pupil, find the nearest member of staff and report the situation to him/her.</li> <li>The fire brigade must be called immediately by the member of staff or the Front Office staff. Give the operator the following details;   <b>ADDRESS:</b>  <b>EDGE GROVE SCHOOL, RADLETT ROAD,  HIGH CROSS WD25 8NL (On the B462)</b>   <b>What 3 words location - page.inform.timing</b>   <b>LOCATION OF FIRE</b>   Do not hang up on the call until the details have been repeated back by the operator.</li> <li>On hearing the fire alarm:   <u>When in class:</u> The order to clear will be given by the teacher, who will indicate the route to be followed.   <u>When not in class:</u> form a single file and move by the most direct route to the place of assembly.</li> </ol>	<p><b><u>At all times:</u></b></p> <p><b>ACT QUIETLY</b></p> <p><b>DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS</b></p> <p><b>DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY</b></p> <p><b>DURING THE DAY THE PLACE OF ASSEMBLY IS THE PADDOCK (DESIGNATED BY SIGNS) at NIGHT IT IS THE FRONT LAWN (see plan below)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remember to close all doors and windows.</li> <li><input type="checkbox"/> Check toilets and communal areas close to you if safe to do so.</li> <li><input type="checkbox"/> Staff will carry out a roll call and inform the Head or Fire Officer of any absentees.</li> <li><input type="checkbox"/> Once the premises have been evacuated, no one is allowed to re-enter until the "All-Clear" has been given.</li> <li><input type="checkbox"/> Children, staff and visitors may only leave the assembly point on the instructions of the Head or the Fire Officer.</li> </ul>
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**Staff are instructed never to put themselves at risk in attempting to fight a fire**





## **Annex 2 - Fire Safety Rules for all Staff**

These rules must be applied by all staff at all times – they are simple and straightforward but are not optional extras.

### **All staff are equally responsible for the prevention of fire within the School.**

**Fire Doors** – these are all clearly marked. They must never be left wedged or propped open when a room is unoccupied. Where they are retained on magnets they must not be obstructed or wedged open.

**Fire Extinguishers** – should not be taken off the wall bracket unless for use in an emergency. These are not door stops! Signs showing location of extinguishers must not be obscured.

**Fire Exits** – must never be obstructed by furniture or propped/wedged open and all blinds/curtains over them must be raised when the room is occupied. Direction signs for the fire exit must be kept clear and not obscured in any way.

**Fire Exit Routes** – minimise furniture and clutter in areas used as escape routes – all fire exits must have a minimum 1 metre width at all times. This applies equally to all corridors signed as a fire exit. Ensure communal areas are maintained in a safe and legally compliant manner.

**Fire Precaution Notices** – all rooms within the School should have one of these clearly visible and adjacent to the door. They must not be removed or covered under any circumstances. Please contact the Bursar for a replacement if you realise any are missing or in poor repair.

**Dani Taylor  
Bursar  
August 2025**

## **Annex 3 - Fire Procedures for Visitors**

### **Introduction**

Fire awareness is a vital consideration for everybody who lives at, works at or visits Edge Grove. The aim of this document is to set out the school's procedures with regard to the presence of visitors on its premises in the event of the fire alarm being sounded.

### **Procedures**

1. All visitors to the School (including visitors to the Junior Department) are to be signed in and out of the premises at the School Offices using the Sign in App tablet which takes them through . A key element of the signing-in process is to direct visitors' attention to this procedure which will be displayed in the School Office along with the School Fire Evacuation Procedure and site map showing the location of the fire assembly points. The badges issued to visitors contain a summary of these procedures.
2. Visitors arriving at times when the office is closed must be escorted at all times by the sponsoring member of staff who takes full responsibility for ensuring the safety of their visitor in the event of a fire.
3. The School Fire alarm is an integrated one and sounds across the whole campus whenever an alarm is triggered in any area. The sound emitted is a bell.
4. On hearing the fire alarm, Visitors must proceed to Fire Assembly Point 1 on the Paddock playing field (for a daytime alarm) or the Front Lawn (for a night-time alarm) where they should report to the Fire Safety Officer and ensure that their presence is recorded on the fire register.
5. The Fire Alarm is routinely tested weekly during term time at approximately 10.20 am on Friday mornings. The test lasts for a few seconds only and no action should be taken unless the alarm sounds for a longer period, in which case the Fire Evacuation Procedure should be followed as above.

## **Annex 4 - Fire Procedures Holiday Clubs**

Annex 2 applies to all staff of external club providers. They must designate a fire safety officer and follow their procedures, signing in and out as directed. The fire assembly point is on the Juniors side of the Paddock near the adventure playground.

If Edge Grove's fire officers are present they will join the Holiday club role call and assume responsibility for counting their staff numbers.

## Annex 5 - Fire Classifications

Annex 5

# FIRE CLASSIFICATIONS



You must identify the type of fire before you take action.

**Class A:**  
ordinary combustibles

...such as wood, paper, wastepaper baskets, stationery stores, textiles, fabric and furniture.

**Class B:**  
flammable liquids

...such as lubricants, spirits, petrol, paints, solvents, fuel oils and flammable liquid stores.

**Class C:**  
flammable gases

...such as propane AND butane.

**Class D:**  
metals

... such as magnesium, aluminium, sodium and potassium (unlikely in an office environment).

**Class F:**  
cooking oils

... such as vegetable oil, sunflower oil and liquefiable solids like lard, butter and margarine.

**Electrical** ⚡

Danger areas include ventilation systems, computer rooms, switch gear and lift motor rooms.
















Using the wrong extinguisher on the wrong type of fire can lead to disaster and could cost you your life.

## Annex 6 - Fire Extinguishers

### FIRE EXTINGUISHERS

The table below is a reminder of which extinguisher is suitable for which class of fire. When a Class D fire is detected the Fire Service should be called.

	WATER	DRY POWDER	CARBON DIOXIDE	FOAM SPRAY (AFFF)	WET CHEMICAL
<b>Class A:</b> ordinary combustibles			×		
<b>Class B:</b> flammable liquids	×				×
<b>Class C:</b> flammable gases	×			×	×
<b>Class D:</b> metals	×	×	×	×	×
<b>Class F:</b> cooking oils	×	×	×	×	
<b>Electrical</b> 	×			×	×