



## **Longacre School Fire Orders**

**Fire Orders include the Early Years Foundation Stage**

**Fire Orders updated: May 2025**

**Fire Orders to be reviewed: May 2026**

Fire Orders are an important part of the School exercising its duty of care for pupils, staff and all those who visit the School site. The Fire Orders are designed to enable a smooth and efficient evacuation of all the School's buildings in case of fire. It is essential that ALL personnel read and understand the Fire Orders. Fire Orders should be read in conjunction with the Bridewell Fire Policy.

This policy contains the following sections:

1. Responsibilities
  2. Policy Implementation
  3. Monitoring
  4. Review
  5. School Buildings and Occupancy
  6. Means of Escape
  7. Information for the Fire Brigade
  8. Fire Detection and Alarm System
  9. Maintenance and Inspection and Testing Regimes
  10. Fire Precautions
  11. Emergency Evacuation Procedures
  12. Fire Marshals
  13. Refuge Areas
  14. Fire Drills
  15. Fire Risk Assessment
  16. Risk from Dangerous Substances
  17. Emergency Services
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## **1. Responsibilities**

Overall responsibility for fire safety at Longacre School is vested in the Governing Body. This responsibility is devolved throughout the organisation as follows:

- The Head is responsible for the management of fire safety within the School;
- The Health & Safety Officer (Bursar) is the nominated person responsible for ensuring that the duties are properly discharged and that records are kept of the following:
  - The Bridewell Fire Policy;
  - The Fire Risk Assessment and its review;
  - Fire procedures and arrangements;
  - Training records;
  - Records of inspection of escape routes;
  - Fire practice drills;
  - Certificates for the installation and maintenance of alarms, detectors, emergency lighting, firefighting systems and equipment.
- The Health & Safety Officer is supported by the Estates & Facilities Manager and HR & Compliance Manager;
- The Senior Leadership Team are responsible for promoting fire safety management at the School;
- All staff are responsible for supporting the fire safety arrangements, monitoring day to day fire safety and reporting concerns to the Health & Safety Officer and / or the Estates & Facilities Manager.

## **2. Policy Implementation**

The School will:

- Assess risks from fire and eliminate or reduce the risks from dangerous substances;
- Review Fire Risk Assessments at least once a year or more frequently as necessary;
- Ensure the safety of staff or anyone else legally on the school premises;
- Provide and maintain adequate means of fire detection, firefighting; carry out fire drills and contact the emergency services when necessary;
- Provide and maintain adequate means of alerting staff, pupils and members of the public in the event of fire;
- Provide and maintain adequate means of escape in the event of fire;
- Have an Evacuation Procedure for action in the event of fire;

- Develop fire procedures and provide instruction, information and training to employees and others concerning fire precautions and evacuation procedures in the School (repeated periodically where appropriate);
- Consult with employees on the nomination of individuals to carry out specific roles within the Evacuation Procedure;
- Advise other organisations permitted to use facilities on the site in respect of Fire Safety arrangements and evacuation procedures;
- Comply with any recommendations of the enforcing authority (Surrey Fire and Rescue);
- Report to the Governors on Fire Safety at least once a year via the Bursar's Health & Safety Report.

Employees will:

- Comply and co-operate with the published Fire Safety Procedures. Failure to do so may be deemed a disciplinary offence for which the ultimate outcome may be dismissal;
- Not abuse or misuse any equipment provided for the purposes of fire safety;
- Observe the site smoking ban;
- Not indulge in any act or omission which would compromise the safety of themselves and others;
- Participate in Fire Drills and attend fire safety training as required by the School;
- Familiarise themselves with fire action information, Fire Safety Procedures, and both general fire escape routes and those specific to certain areas and circumstances;
- Notify the Estates & Facilities Manager of any defects or deficiencies in Fire Safety Management or the Fire Safety Procedures.

### **3. Monitoring**

Fire safety will be monitored by:

- Regular reviews of fire risk assessments by the Health & Safety Officer, the School's Health & Safety Committee and members of the Bridewell Estates Office;
- Regular inspection of the fire alarm system and fire safety equipment;
- A termly review of fire drills;
- A weekly test of the fire alarm, testing all call points in rotation.

- A full investigation of any fire event or 'near-miss'.

#### **4. Review**

- The Bridewell Fire Policy and these Fire Orders are reviewed annually;
- Report to the Governors on Fire Safety at least once a year via the Bursar's Health & Safety Report.

#### **5. School Buildings and Occupancy**

Longacre School consists of several buildings that are detached from each other.

The school day is fluid and staff and pupils move around the school buildings to attend subject specialist lessons. The following are approximate numbers of maximum occupancy at any one time

- Longacre House (including dining hall) - 130
- Founders' Building - 140
- Early Years building - 70
- Jubilee Building - 90
- Temporary classroom block - 40
- Old Hall - 150
- Palmer - 300

#### **6. Means of Escape**

All exit routes are clearly marked and kept clear.

#### **7. Information for the Fire Brigade**

- a) **Access to school:** The only access route to the school for fire appliances is the main drive via Hullbrook Lane. It is possible for fire tenders to reach all buildings from the front drive, apart from the rear temporary classrooms. These can be accessed by opening the gates and fencing adjacent to the play equipment alongside the car park.

- b) **Locations of gas fired boilers:**

- Basement of Longacre House.
- Small boilers located in Jubilee Building and Early Years building.
- Separate boiler room in Founders' Building
- Small mounted boiler in Old Hall.

### **c) Storage of hazardous chemicals:**

The school stores small quantities of potentially hazardous chemicals. Storage areas are:

- COSHH cabinet 1 - External garage.
- COSHH cabinet 2 - Store between the Art Room (P10) and classroom P9.
- Cleaners store - Shed between Jubilee Building and Old Hall.
- Cleaners' cupboard 1 - Founders building, ground floor.
- Cleaners' cupboard 2 - Palmer Hall, adjacent to female changing room.
- Cleaners' cupboard 3 - Kitchen store.

## **8. Fire Detection and Alarm System**

The main control panel is in the entrance hall to the School House.

## **9. Maintenance and Inspection and Testing Regimes**

Individual call points are tested on a weekly basis on a 13-week rotation cycle. Records are held by the Estates & Facilities Manager.

Fire exit doors are checked during fire drills and during walk round inspections by the Health and Safety Officer and Estates & Facilities Manager.

The School has a service agreement with a specialist external provider for checking that systems are in working order and maintained in accordance with current regulations. This agreement is held in the Finance Office and electronically. The fire extinguishers are serviced annually. The fire alarm system is serviced every 6 months.

## **10. Fire Precautions**

Information is provided on fire evacuation procedures to all Longacre staff in the form of notices, INSET training, drills and the 'Staff Handbook'. All staff have access to the Fire Policy and these Fire Orders via the School's electronic files. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills and subsequently reviewed by the School's Health and Safety Committee.

All contractors are required to sign in using the InVentry 'signing in' system, where they are provided with detailed instructions on what to do in the event of a fire specifically for contractors and visitors. Outside term time the Estates & Facilities Manager is notified of the presence of contractors. Where necessary hot work permits are issued to contractors.

The only school building with fireplaces is the School House. It is forbidden to use these for any form of fire. The only fireplace to be used is the private dwelling of Sukeys Cottage. As the landlord the School organises for the chimney to be inspected and swept annually.

## **11. Emergency Evacuation Procedures**

- a) **Day time in term time:** Registers are taken by Form Teachers to account for all pupils and once taken, must be returned directly to the School Secretary with an indication that either all pupils are present or the names of any pupils not accounted for. All visitors, visiting music teachers and part-time staff are accounted for by the School Office against the InVentry System.
- b) **Evening non-school activities:** Non-school groups that are permitted to use school facilities are advised of the fire procedures and an emergency contact number.
- c) **Special Events:** When functions involve parents and visitors they are verbally advised of the fire procedures by the Head or host at the start of the event. The following statement should be issued:

***The fire alarm is a continuous bell. If this should sound during the performance / assembly (as appropriate) please make your way out of the hall through the indicated exits. The Assembly Point for staff and pupils is the top field.***

***The Assembly Point for parents and other visitors is also the top sports field. Please wait in this area until notified that children have been accounted for and are ready for release to parents.***

- d) **Before School:** Normal procedures are expected although consideration must be given to evacuation points and the ability to count the number of pupils in attendance prior to registers being taken. In the event of the alarm sounding each building is to be swept by a fire marshal to confirm it is empty, if safe to do so.
- e) **After School:** Normal evacuation procedures apply and after school care, extra-curricular and homework registers will be taken and are stored in the School Office.
- f) **Break and Lunchtime:** All staff are expected to collect children from the dining room and woodland area and move to the assembly point as soon as possible. Fire marshals are expected to sweep the buildings as normal.
- g) **Non-term time:** All contractors are advised of school evacuation procedures by the Estates & Facilities Manager as part of the Contractor Site Induction. All staff who are on the premises outside term time will sign in at reception upon arrival. The Estates & Facilities Manager will to the best of his ability account for all contractor and staff in the event of an evacuation.

**Assembly Point:** The assembly point is the top field.

## **12. Fire Marshals and Responsibilities**

The Health & Safety Officer is responsible for arranging that there is a Fire Marshal and Deputy Fire Marshal allocated to each building. Fire Marshals are required to check that there is no-one in these areas, in particular toilets, if safe to do so. Fire Wardens are assigned to:

- School House
- Founders Building
- Old Hall
- Portacabins
- Jubilee Block
- Nursery
- Palmer Hall and PTA uniform cabin

The members of staff allocated to each building are listed in the document 'Longacre School Fire Duties' found at Appendix 2.

All staff members are responsible for the children within their care and have a responsibility to evacuate those in their immediate vicinity.

The Admin Team has additional responsibilities to ensure that all visitors and visiting staff are accounted for. On hearing the alarm they are to gather at the fire panel in the School House to await tasking, providing it is safe to do so. The following roles will be allocated:

- Locating the source of fire and where necessary, contacting the emergency services and informing the Head;
- Cover the front gates to limit on site traffic to emergency vehicles only;
- Accounting for the whereabouts of all pupils;
- Floating to oversee all issues;
- Accounting for all staff (Catering, cleaning, visitors, peris, contractors etc.).

### **13. Disabilities, Evacuation Assistance and Refuge Areas**

A sign on the front desk informs visitors and people booking in of any planned emergency drills that day. The sign also requests that anybody that may need assistance in the event of an emergency should inform the School Office.

As required under Fire Regulations, two refuge areas have been designated as likely areas of safety for disabled persons who are unable to use stairs without assistance. These areas are included in the information folder given to the Fire Brigade on arrival at the School:

- Founders Building - At the top of the main stairwell;
- Palmer Hall - Ground floor, at foot of the steps by the climbing wall, or foot of the stairs inside the building.

### **14. Fire Drills**

Fire drills are held at least once a term. The Estates & Facilities Manager will submit a Fire Drill Log report (see Appendix 1) to the Health & Safety Officer and file signed copies in the Health & Safety Fire Folder. These are reviewed at the School's Health and Safety Committee meeting, unless requiring more urgent action at which point the matter will be referred to the appropriate authority.

### **15. Fire Risk Assessment**

A Fire Risk Assessment is reviewed and updated with expert advice annually or when any significant change is made to the premises. The most recent assessment is kept in the Health & Safety Officer's office. The Fire Risk Assessment and any required action is reviewed annually by the School's Health and Safety Committee.

#### **16. Risk from Dangerous Substances:**

It is the duty of staff to mitigate against the risk of fire from dangerous substances. This includes storage in known identified locations, reducing the quantity of materials on site to that required for normal use. Ensuring its appropriate use and taking any necessary precautions when transporting, filling, handling and use. Including the risk from naked flames. Any concerns should be reported to the Health & Safety Officer or Estates & Facilities Manager.

#### **17. Emergency Services:**

The first priority in the event of a fire is to safely evacuate all persons to a place of safety. As part of the evacuation process it is the duty of the Estates & Facilities Manager to summon help from the Emergency Services by phone using 999 or mobile using 112. There is no automatic link to a call centre or the emergency services from the fire alarm system.

#### **18. Training**

All new staff receives basic fire safety training, including the use of different types of fire extinguishers. This is currently under the direction of the Health & Safety Officer as well as via EduCare Online Training.

The Health & Safety Officer and fire marshals gather and receive feedback during the termly fire drills.

#### **19. Sukeys Cottage**

Sukeys Cottage is a private dwelling on the school site that is owned by the School and occupied by a member of staff, usually the Head. Although most fire safety aspects of Sukeys Cottage are outside the remit of The Regulatory Reform (Fire Safety) Order 2005, the School is responsible for the maintenance of the property and exercises its responsibility and duty of care to the tenants.

Sukeys Cottage is the only building on site permitted to use its fireplaces. The School organises for the chimney to be swept and inspected annually by a specialist provider.

The property is subjected to an Electrical Installation Condition Report (EICR) every 5 years or sooner.

The fire alarm is audible within the property.



## Appendix 1

### Longacre School

#### Fire Drill Log

Date	<input type="text"/>
Time	<input type="text"/>
No. Pupils	<input type="text"/>
No. Staff	<input type="text"/>
No. Others on site, including contractors and parents	<input type="text"/>
Evacuation time	<input type="text"/>
Miscellaneous information (e.g. persons with mobility issues )	<div><input type="text"/></div>

Problems identified	Action to be taken	Date action completed
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature	<input type="text"/>
Date of next drill	<input type="text"/>