



The Mall School

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185 Hampton Road
Twickenham
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Fire Risk and Plan in the Event of Fire

A Fire Risk

The Policy on Fire Risk and plan in the event of Fire is reviewed annually by the Governing Body Risk Committee. This is a whole school policy which also applies to EYFS.

There are Fire Wardens for all sections of the School (see Appendix) who received training in April 2015.

There is a Fire Risk Assessment at both sites annually and after any major building alterations by a professional assessor through PFP Fire, in line with the Regulatory Reform (Fire Safety) Order 2005.

There is an annual check on all fire equipment and alarms by a competent contractor followed by a report and Certificate of Service and Inspection. CES preferred electrical supplier who complete the annual portable electrical testing. An independent fixed wiring test is completed at both sites every five years (last report December 2014).

Fire records, including records of fire drills and fire equipment, are kept by the Facilities & Compliance Manager at the main site, with the exception of the record of fire drills at Mall Infants which are kept in the office at Mall Infants.

Fire Plans have been drawn up for each site. All staff are made aware of these plans and the fire drills when they join the School through induction on the commencement of employment. Everyone on site gathers in the same playground. Visitors will have signed in and be accompanied to the meeting point by their host. Any disabled visitor will be helped by their host in the case of an emergency. Personal Emergency Evacuation Plan (PEEP) would also be in place for such occasions.

There is a fire drill each term on both sites, involving all adults and pupils. After each drill there is an oral debrief, followed by a written review and report on each drill. The Head of Juniors and the Deputy Head brief teachers after fire drills.

There are fire notices in all classrooms, corridors and main public areas.

There is a smoking ban operational on both sites.

Fire doors must be kept closed at all times and not blocked open. Corridors and staircases must be kept free of obstructions. Hazardous materials and flammable substances must be stored correctly and in minimal quantities.

All doors are unlocked at 07.30 by the caretaker and held on the maglock at 16:45

B Fire Plan Main Site

This plan is designed to outline procedures in the event of a fire at the main school site of The Mall School at 185 Hampton Road.

Priorities

- To minimise or eliminate any danger or risk to pupils and staff
- To move pupils and staff off site away from danger
- To minimise or eliminate any danger or risk to property
- To ensure that the school responds quickly and efficiently

Decision making responsibility

The Fire Plan is activated by the fire siren.

The Headmaster has ultimate responsibility for the Fire Plan. In his absence the responsibility passes to the Deputy Head, then the Bursar.

Training requirements

- All staff to receive training in the Fire Drill
- All staff required to read this document and to make themselves aware of the procedures
- All new staff to be given this policy before their commencement at The Mall, and it will be discussed at the new staff induction meeting on the first day of term
- Termly fire drills to take place at ad hoc times
- Detail of fire drill, date and time, length of time to assemble and check pupils, and comments on the drill to be recorded by the Facilities & Compliance Manager.
- Pupils to be briefed by the Headmaster in Assembly at the start of each autumn term
- Fire notices in all classrooms and other locations

Off-site safety

Reciprocal arrangements have been made with St James's RC School, Stanley Road, Twickenham, that in the event of fire we evacuate the school to their premises, and vice versa. Indoor accommodation will be provided, plus telephone facilities to contact parents etc. St James's was chosen due to its nearby location with no major road to cross.

In the event of St James's School being closed e.g. different term dates, the children and staff will evacuate to Mall Infants at 84 Hampton Road and vice versa

Fire Drill Main Site

The Headmaster has ultimate responsibility in the case of fire. In his absence the responsibility passes to the Deputy Head, then the Bursar or hirer for emergencies that occur out of hours (i.e. until a member of staff arrives on the scene).

Location for assembling boys and adults

Pupils and adults will assemble in the Junior School playground. A decision to change location to move to the Assembly Point B due to the position of the fire would be made by the Headmaster, and in his absence, the Deputy Head.

Procedure on fire alarm sounding:

1 Pupils and teachers taking a class

- Children to evacuate their classroom, walking quietly to the Junior School Playground, led by the teacher taking that class
- Classes to line up in the designated area for that year group.
- The boys should be in alphabetical order.
- The teacher will be handed the class register and will check that every boy is present
- The teacher will wait for instructions from the Deputy Head
- Depending on the location of the fire, the school might leave the site and move to Assembly Point B (St James's RC School).
- Teachers to lead their class, walking quietly, to St James's RC School

2 Deputy Head (in his absence Assistant Head Pastoral)

- If the Deputy Head is teaching a class, he will lead his pupils out to the designated position for that year group.
- He will as quickly as possible locate another teacher who is not responsible for a class. That teacher will take over the responsibility for that class
- The Deputy Head will ensure that all classes are present, that all pupils are present, and that all senior school staff are present
- When the Headmaster makes the decision to evacuate the school, the Deputy Head will ensure the pupils and attendant teachers leave the school in the manner above and proceed to St James's RC School
- The Deputy Head will then join the Headmaster to determine the next required course of action

3 Adults

- A visitors book is kept at Reception of adults on site, to include visiting teachers such as music teachers, and all other visitors or contractors.
- It is the Bursar's responsibility to inform the Headmaster that all adults are present. The following will report to the Bursar that their staff are all present:
 - Deputy Head - Senior School staff, librarian, visiting teachers
 - Head of Juniors – Junior School staff
 - Facilities and Compliance Manager – his staff and any visiting contractors etc
 - Catering Manager – catering staff

The Bursar will check that all admin staff are present and any other adults on site from the register.

- When the Headmaster makes the decision to evacuate the school, the Bursar will ensure that, after all pupils have left, the adults leave the school and proceed to St James's RC School
- The Bursar will then join the Headmaster to determine the next required course of action

4 Missing/Unaccounted Person

In the event of discovering that an adult or child is missing or unaccounted for after the roll call has been taken this should immediately be reported to the Head or SLT member in charge of the evacuation. It is their responsibility to wait for the emergency services and report details including last known location. On no account should staff re-enter a building until the all clear has been given.

C Fire Plan Mall Infants

Objectives of the Plan

This plan is designed to outline procedures in the event of a fire at the pre-prep school site of The Mall School at 84 Hampton Road.

Priorities

- To minimise or eliminate any danger or risk to pupils and staff
- To move pupils and staff off site away from danger
- To minimise or eliminate any danger or risk to property
- To ensure that the school responds quickly and efficiently

Decision making responsibility

The Fire Plan is activated by the fire bell.

The Head of Juniors, if on site, or if not, the Infants Administrator, has ultimate responsibility for the Fire Plan.

Training requirements to staff at Mall Infants

- All staff to receive training in the Fire Drill
- All staff required to read this document and to make themselves aware of the procedures
- All new staff to be given this policy within the staff manual before their commencement at The Mall, and it will be discussed at the new staff induction meeting on the first day of term
- Regular fire drills to take place at ad hoc times
- Detail of fire drill, date and time, length of time to assemble and check pupils, and comments on the drill to be recorded in the Fire Book in the Secretary's office.
- Pupils to be briefed by the Head of Juniors in Assembly at the start of each autumn term
- Fire notices in all classrooms and other locations
- Ensure there are no objects blocking the hooking back of the front door.

Off site safety

In the event of fire we evacuate the school to the Senior School at 185 Hampton Road, crossing the road by the zebra crossing directly outside Mall Infants.

External Hirers (Out of Hours) Main Site

New hirers are taken through the fire safety procedure (as part of the agreement) and are presented with an induction pack which includes the following documents:

1. School Fire Evacuation Plan
2. Emergency contact numbers cascade
3. Details on how to access school fire file
4. Copy of this policy

Procedure

- Evacuate areas and assemble on the Junior School Playground
- External Hirer (Lead) to determine what action is required:
 - Contact emergency services and assist upon arrival (i.e. provide access to school fire file)
 - Contact member of school staff (using emergency contact numbers cascade) for false alarms
- If the decision is made to evacuate the school, groups are to move to Loch Fyne Restaurant car park

Fire Drill Mall Infants

Location for assembling boys and adults

Pupils and adults will assemble in the playground to the front of the school. A decision to change location due to the position of the fire would be made by the Head of Juniors, and in her absence, **one of the Receptionists**.

Procedure on fire alarm sounding:

1 Pupils and teachers taking a class

- Children to evacuate their classroom, walking quietly to the Playground, led by the teacher taking that class, with the Classroom Assistant at the rear of the line.
- The first teacher to leave hooks the front door open.
- Classes to line up between the climbing frame and the school wall, to the left of the playground away from the main gates.
- The boys should be facing inwards from the wall.
- The teacher will be handed the class register and will check that every boy is present and count the boys.
- When told to do so by the Head of Juniors, or in her absence, the Receptionist, the teachers will lead the boys through the school gate (not the double gates which would be used by the Fire Service), and out of the school premises.
- Teachers to lead their class, walking quietly, to the Senior School at 185 Hampton Road, crossing the road at the zebra crossing outside the school.

2 Head of Juniors (in her absence the Receptionist)

- The Head of Juniors will ensure that all classes are present, that all pupils are present, and that all infant school staff are present
- When the Head of Juniors makes the decision to evacuate the school, she will ensure the pupils and attendant teachers leave the school in the manner above and proceed to the Senior School
- The Head of Juniors will then determine the next required course of action

3 Adults

- A register will be kept by the Receptionist of adults on site, to include visiting teachers such as music teachers, and all other visitors or contractors
- After any specific fire duties have been performed (see below), all adults to gather in the Playground in front of the lines of boys.
It is the Receptionist's responsibility to inform the Head of Juniors that all adults are present.
- When the Head of Juniors makes the decision to evacuate the school, the Receptionist will ensure that, after all pupils have left, the adults leave the school and proceed to the Senior School.
- The Head of Juniors will determine the next required course of action

4 Missing/Unaccounted Person

- In the event of discovering that an adult or child is missing or unaccounted for after the roll call has been taken this should immediately be reported to the Head or SLT member in charge of the evacuation. It is their responsibility to wait for the emergency services and report details including last known location. On no account should staff re-enter a building until the all clear has been given.

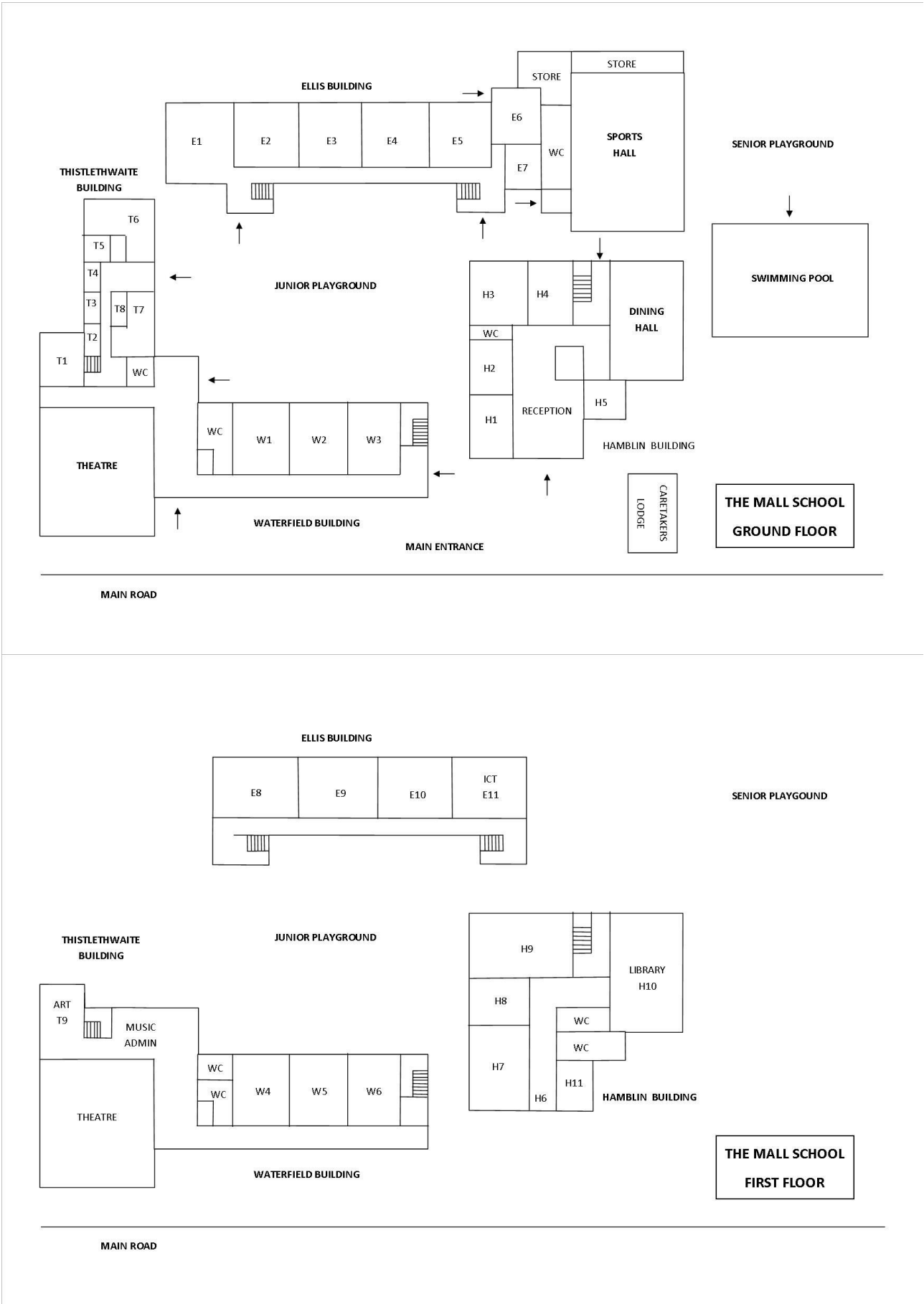
APPENDIX ONE: FIRE MARSHALS RESPONSIBILITY

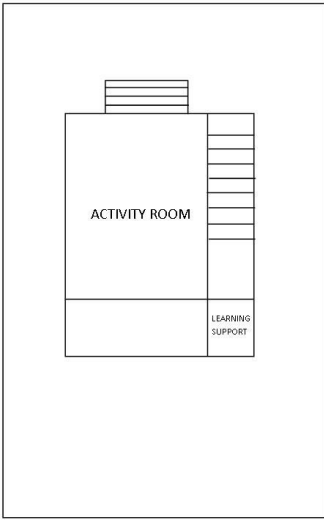
All members of staff are responsible for reporting concerns regarding the fire safety of the school to the Bursar. Additionally fire marshals have responsibility for the following areas:

Fire marshal	Area of responsibility	Deputy
Bursar	Contact fire brigade and check Hamblin building	Alex Penny
Andy Sturton	Fire alarms, smoke detectors, call points and liaising with the Bursar. Open double gates in front of theatre foyer for evacuation. Open main school gates for fire engine.	Lee Creaser
James Fair	Open metal gates to junior playground	Martyn Miller
Sarah Horley	Distribute registers/visitor logs	Lesley Kane
Serge Lang	Art Room and Theatre	Johanna Evans
Serge Lang	CDT workshop and Theatre	Lisa Colclough
Ed Carne	Ellis Building (ground floor)	Martyn Miller
Ellie Challis	Ellis Building (first floor)	Martyn Miller
Margaret Guzner	Waterfield Building (ground floor incl toilets)	Kim Dennis
Kim Dennis	Waterfield Building (first floor incl toilets)	Annika Topsch
Carys Smith	Science Labs and Music Practice rooms	Lisa Colclough
Ann Maria Upton	Science Labs and Music Practice rooms	Lisa Colclough
Caroline Robinson	Kitchen	Leroy Miles
David Box	Swimming Pool, Sports Hall and toilets	Ed Carne; Serge Lang
Mall Infants		
Pre-prep Administrator	Contact fire brigade and distribute registers/visitor logs	Reception classroom assistant
Lee Creaser	Fire alarms, smoke detectors, call points and liaising with the Bursar.	Reception classroom assistant
Year 1 classroom assistants	Upstairs classrooms, toilet and staff room	Other assistant
Reception classroom assistants	Downstairs classrooms and toilet	Other assistant

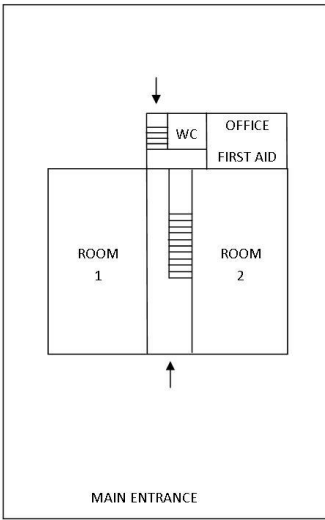
The Mall School
Autumn 2018
(Review Autumn 2019)

APPENDIX 2: SCHOOL SITE PLAN

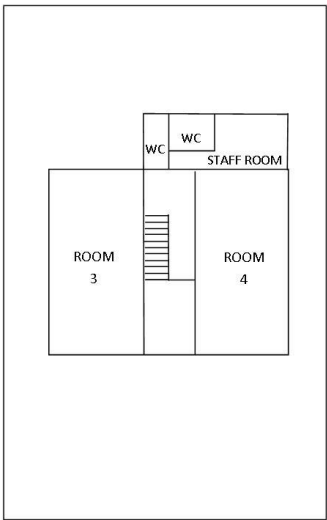




BASEMENT



GROUND FLOOR



FIRST FLOOR

MALL INFANTS