

## **MANOR HOUSE SCHOOL FIRE SAFETY POLICY INCL EYFS**

Date of Issue: **January 2026**

Date of Review: **January 2027**

Responsibility: **Director of Operations/Health & Safety Lead**

### **References:**

Children Act (1989);

Health & Safety at Work Act 1974

Health and safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

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### **Aims**

It is the overall aim of Manor House School to minimise the risks to staff, pupils, visitors and members of the general public which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

### **Overall Responsibility for Fire Safety Matters**

The Director of Operations (or when absent the Health & Safety Manager) is appointed as the Fire Safety Manager for the school. The Fire Safety Manager has overall responsibility for fire safety matters at the school. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions. They will also ensure that a fire evacuation drill is undertaken in each term, fire action notices are updated when necessary and that fire safety equipment is being maintained. Results of the drills will be reported to the Health & Safety Committee.

### **Risk Assessment**

- All of the school's premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent individual. The person carrying out the assessment will work closely with the Fire Safety Manager, Facilities Manager and Health & Safety Manager.
- The Fire Risk Assessment will be reviewed every three years or when there are significant changes to the buildings or their usage.

- A copy of the Fire Risk Assessment will be available from the Director of Operations and staff will be notified of any hazards found in the assessment.
- Fire hazards will be reduced to the minimum level practicable by implementing control measures and safe systems of work.
- Regular checks will be carried out by the Director of Operations, the Facilities Manager and the Health & Safety Manager to ensure that all walkways are kept clear of obstructions and trip hazards.

### **Responsibility of all School Staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils under their care are informed of the fire procedure from their first day. The school facilities team and a few other staff are appointed as fire marshals and the Facilities Manager or his Deputy is the senior fire marshal. The fire marshals have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation.

### **The School Fire Procedure**

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. Please see appendix A for the Fire evacuation procedure.

### **Fire Training and Evacuation Drills**

The School aims to conduct Fire drills termly. The Fire Alarm consists of a high-pitched siren. Fire notices are posted in each form room and staff should draw the attention of pupils to them. The evacuation procedure to the Assembly Point (front lawn) should take place in silence. Everyone is to leave by the nearest safe exit.

Training will be provided for all permanent school staff in fire safety and the school fire procedure. The Facilities team only will be trained in the practical use of fire extinguishers. Training will also be organised for any staff Fire Marshalls as necessary.

All staff, whether temporary or permanent, will have the fire procedure explained to them, and will receive information about the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. Heads of Departments should ensure any new staff to their department are aware of the procedure.

The Fire Safety Manager will provide a written report to the Headteacher annually, which the Headteacher will mention in her next report to the Board of Governors. The conduct of fire drills or activations will be reported termly to the Board through the Health and Safety Committee.

### **Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

The Fire Safety Manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central service contract administered by professional engineers. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

<b>System</b>	<b>Frequency</b>	<b>Method of Test</b>
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications
Automatic door holders and closers connected to fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

### **Records**

The following records will be kept by the Facilities Manager:

<b>Record Type</b>	<b>Information To Be Recorded</b>
Fire Alarm Test	Date of test, number of call points tested and whether test was

	satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self-closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.

### **Events Taking Place Out of School Hours Such as School Plays or External Lettings**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Fire Safety Manager may impose specific restrictions on the activity, the number of persons involved and the layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (Appendix C).

## Appendix A Fire Evacuation Procedure

### IN THE EVENT OF FIRE:

- Sound the fire alarm
- Contact the Fire Safety Manager or Deputy Head
- Evacuate the buildings as for a practice
- Do not put yourself or any pupils at risk

### RAISING THE ALARM

In the event of alarm failure, a hand bell will be rung in order to raise the alarm.

### Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any **confirmed** outbreak of fire. The office staff are responsible for calling the Fire Brigade if a fire has been confirmed by the Headteacher, Deputy Head, Facilities Team, or within 3 minutes of the alarm being raised if a false alarm is not confirmed.

### Meeting the Fire Brigade

The Fire Safety Manager is responsible for ensuring that a member of staff is available to meet the fire brigade on arrival.

### WHEN FIRE ALARM SOUNDS

1. Pupils stand quietly; staff member closes all classroom windows.
2. Without stopping to collect any possessions, lead out walking in single file in silence. Last person closes the door.
3. **Use the nearest and safest exit route.**

**Top floor of house:** Use main stairwell or emergency fire exit.

**First floor:** Use emergency fire exit.

**Ground floor:** exits are front doors, side door and back door, Arcot and the Conservatory.

**Main Block:** Use stairs down to exits for top floor and exits either side on the ground floor.

**Mason:** Use nearest exits front and back on the ground floor. Windows on the first floor can be used in an emergency. Pupils will be shown the drill.

**EGH** Use nearest exit. There are exits front, back and side. There is a fire escape at the far end of the balcony.

**Garden Block:** Use doors on either side.

**Arts/Music/Food Prep Block** Use the nearest exits to each room.

4. Assemble on front lawn in form lines, in register order, facing away from the school with the youngest children nearest to the drive.

**Staff** Close doors after children and check any nearby toilets.  
Follow class to the Assembly Point (front lawn).

<b>Registers</b>	Office staff bring registers, and a device to access the Inventory system
<b>Form Tutor</b>	Checks attendance register and reports to office staff if anyone is missing by raising hand for attention.

5. Once all of the school is assembled on the front lawn in form groups the form tutors are to take a register. The fire registers are to be collected from the Office Assistants (seniors and prep). Once the register is complete it is returned to the Office Assistants advising the Fire Safety Manager. The HR Officer will liaise with Receptionist to check visitors and staff via the Inventory system. Details of any member of a form, unaccounted for, and who should have been in school, should be passed on immediately to the Fire Safety Manager by the Office Staff. Staff without a form will go to the left-hand side as they exit the main house and stand with the person checking the Inventory report.
6. The school will be dismissed one form at a time by the Headteacher once the Fire Safety Manager has reported the evacuation has been successful.

## **Appendix B**

### **Checklist for First Day Fire Safety Instruction**

- Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:
- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular, leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers but emphasise they should only be used if the staff member has been previously trained, it is safe to do so and the alarm has been raised and an evacuation is underway.

## **Appendix C**

### **Checklist for persons hiring the school premises**

- Take the new hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:
- Show the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- Walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, it is safe to do so and the alarm has been raised and after an evacuation is underway.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.

**Author, Mr A Ellison**

**Position, Director of Operations**

**Reviewed and Updated: Jan 2016, Sep 2017, January 2020, September 2021, February 2022, April 2023, January 2025 and January 2026**