



CROSFIELDS SCHOOL

Policy/Procedure Name:	Fire Safety and Emergency Evacuation
Policy Owner:	Head of Operations
Approved by:	Director of Compliance and Operations/ Head
Approval Date:	September 2026
Date of next Review:	September 2027

References:

1. The Fire Safety (England) Regulations 2022
<https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>
2. Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk
3. The ISI Handbook for the Inspection of Schools: The Regulatory Requirements, January 2022
4. Fire Safety Risk Assessment for Educational Premises - DCLG publication June 2006.
5. Fire Safety in New and Existing School Buildings - EFA publication March 2014.
6. Health and Safety at Work etc. Act 1974
7. Management of Health and Safety at Work Regulations 1999 (as amended)

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the School, in ensuring that pupils, staff and visitors do not add to the fire risk and through the safe evacuation of our buildings if a fire or other emergency requiring evacuation occurs. The Fire Safety and Emergency Evacuation Policy, Procedures and Risk Assessments at Crosfields School are designed to help our community to respond calmly and effectively in the event that fire or other emergency requiring evacuation occurs in one of our buildings or elsewhere on the Crosfields site

1. Responsibilities of the governing board

1.1. The **Governing Board**, in consultation with the **Head**, will:

- Ensure personal and whole-School familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the School, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety and emergency evacuation, and that the policy is implemented by all.

- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

1.2. The **Governing Board** endeavours to provide:

- A safe place for all users of the site, including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the Fire Safety Officer and all other staff.

2. Responsibilities of the Head

2.1. The **Head** will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Fire Safety and Emergency Evacuation Policy is implemented by all members of staff across the School.
- Designate the Head of Operations to be the Designated Fire Safety Officer responsible for oversight of Fire Safety, they will also be the designated contact with the HSE and Emergency Services where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety and Emergency Evacuation Policy.

3. Responsibilities of the Fire Safety Officer (FSO)

3.1. The Head of Operations, acting as the FSO will:

- Take responsibility for the School's fire safety matters, in collaboration with the Head.
- Oversee the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the School's fire detection and protection equipment.
- Review and update this policy accordingly, every year.
- Update the policy in line with regulatory changes
- A whole-school fire evacuation drill will be conducted at least once each term to ensure that staff, pupils and visitors are familiar with the procedures to

be followed in the event of a fire. These drills also provide an opportunity to identify any areas for improvement. Where an unplanned ('live') evacuation occurs during a term, this may be recorded as the termly drill; however, it will not necessarily replace a planned practice evacuation. The School's Radio Chems Supervisor will be notified in advance of any planned fire drill to ensure that radioactive sources are not in use at the time of the evacuation.

- Review relevant and updated legislation to ensure the School is working within the parameters of the law and as safely as possible.
- Ensure new staff members are properly inducted in respect of fire safety and periodic training is carried out with other members of staff.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and, if necessary, update the School's fire safety training needs and other relevant procedures annually.
- Ensure fire risk assessments are completed and reviewed to ensure necessary procedures are in place to mitigate the risk of fires.
- Ensure plans of the School show escape routes and fire exits, are kept up to date and are accessible to staff, pupils and visitors.
- Review records for the installation and maintenance of fire detection, fire alarm systems and firefighting equipment.
- Ensure personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills are prepared.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal School hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.
- Maintain and update the General Emergency Evacuation Plan (GEEP), which sets out the arrangements for the safe and orderly evacuation of pupils, staff, visitors and contractors during an emergency.

The Director of Compliance and Operations, Head of Estates and Maintenance Manager will assist in carrying out these duties

4. Responsibilities of staff members

4.1. Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the FSO and Head on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the FSO of any work situation representing serious and immediate danger, so that remedial action can be taken.

- Familiarise themselves with all their responsibilities as set out in the Fire Safety and Emergency Evacuation Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place. This includes ensuring that fire doors are always kept shut.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain any improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to faults@crofields.com
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Ensure combustible materials are not allowed to accumulate especially in corridors, stairwells, cupboards containing electrical equipment, under the Theatre seating or against external walls of buildings.

Responsibilities of Pupils

All pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency evacuation.
- Observe all health and safety rules of the School.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

Responsibilities of visitors and contractors

All contractors and to as great an extent as possible all visitors will:

- Familiarise themselves with all health and safety policies and procedures as per the Guidance for Adults Visiting Crofields, which is displayed to them when they sign in on the School's Inventory sign-in system.

- Be made aware of the School's evacuation procedure and fire assembly points, which is displayed to them upon signing in.
- Respond to the instruction given by staff members in an emergency.
- Report any defects in equipment or facilities to the School Office Reception or their host.

EMERGENCY EVACUATION PROCEDURES

Emergency Evacuation Procedure for Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion and without unnecessary talking. All new staff and pupils are to be made aware of this procedure through their induction.

1. If you hear the fire alarm, leave the building by the nearest, safest exit.
2. If you discover a fire, break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest, safest exit.
3. If you are responsible for a class, ensure that they leave quietly, accompanied by you. No one should talk unnecessarily or run. Do not take anything else, and do not allow the pupils to take anything.
4. Shut doors and windows behind you, if safe to do so.
5. Make your way to your designated Fire Assembly Point (FAP) – see Annex A. Pupils are to line up in their FORMS.
6. Form Tutors should conduct a check of their pupils as soon as practicable. **If you think anyone might be missing, then RAISE YOUR HAND.** The School Office Team will provide you with a hard copy of your Class List. You must immediately notify your designated Fire Assembly Co-ordinator (FAC) if anyone is missing and confirm that everyone in your class and associated members of staff can be accounted for as soon as practicable.
7. **Members of teaching staff who are not associated with a Form are to go to their designated Fire Assembly Point (FAP) i.e. where the majority of their teaching takes place.**
8. The Fire Marshals will communicate with the Fire FSO to notify them that the buildings they are responsible for are clear.
9. The Fire Assembly Co-ordinator is to notify the FSO if anyone is missing or that everyone is accounted for within the areas of their responsibility.
10. If you have a Visitor in your class they must leave the building with your class then you should direct them to the Fire Assembly Point in front of the Staff Room.
11. If you are acting as Host to a disabled pupil or visitor in your class, you should follow their Personal Emergency Evacuation Plan (PEEP).
12. All Pupils, Staff and Visitors must remain at their Fire Assembly Point until the all-clear is given to return to the buildings. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services in the event of a real fire.***

Emergency Evacuation Procedure for Support Staff, Contractors and Visitors

All new staff, contractors and visitors are to be made aware of this procedure through their induction, Safe Start briefing or Guidance for Adults Visiting or Working at Crosfields.

1. If you hear the fire alarm, leave the building by the nearest, safest exit.
2. If you discover a fire, break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest, safest exit.
3. Do not take anything with you.
4. Shut doors and windows behind you, if safe to do so.
5. Make your way to your designated Fire Assembly Point (FAP) in front of the Staff Room
6. The Fire Assembly Co-ordinator will need to confirm that you are present so do not leave site unless you are given permission to do so by a Fire Marshall.
7. The Fire Assembly Co-ordinator is to notify the Senior School Fire Marshall if anyone is missing and that everyone is accounted for within each area of responsibility.
8. If you have a Visitor, they must leave the building with you and you should then direct them to the Fire Assembly Point in front of the Staff Room If you are acting as Host to a disabled pupil or visitor in your class, you should follow their Personal Emergency Evacuation Plan (PEEP).
9. All Pupils, Staff and Visitors must remain at their Fire Assembly Point until the all-clear is given to return to the buildings by a member of the SLT. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services in the event of a real fire.***

Emergency Evacuation Procedure Outside Normal Teaching Hours i.e. Between 16:15 and 18:00

Outside normal teaching hours, the emergency evacuation procedure needs to adapt according to the members of staff on site. Teaching staff and/or co-curricular activity providers are responsible for escorting their pupils safely out of the building in an orderly fashion and without unnecessary talking.

1. If you hear the fire alarm, leave the building by the nearest, safest exit.
2. If you discover a fire, break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest, safest exit.
3. If you are responsible for a group of pupils, make them leave quietly with you. No one should talk unnecessarily or run. Do not take anything else, and do not allow the pupils to take anything.
4. Shut doors and windows behind you, if safe to do so.
5. Make your way to Fire Assembly Point (FAP) **D** Outside the front of the Staff Room – Pupils are to line up in their **ACTIVITY GROUP**.

6. You should account for the pupils you have in your activity group and note any discrepancies with the SOCS register. You should endeavour to identify whether anyone is missing as soon as practicable.
7. The FSO, or a member of the SLT will take on responsibilities as the Senior Fire Marshall and Fire Assembly Co-ordinator (FAC).
8. You must notify the FAC or the lead member of staff if anyone is **missing** immediately by **raising your hand**. You should also confirm that everyone in your class and associated members of staff can be accounted for as soon as practicable.
9. The Receptionist will support you with pupil details as far as possible.
10. Members of staff who are still in School but not in charge of an activity should go to FAP D – at the front of the Staff Room – and not leave the site until the evacuation has been completed.
11. In the absence of Fire Marshals, members of staff are asked to check buildings as they evacuate IF it is safe to do so.
12. If you are acting as a Host to a disabled pupil or visitor in your class, you should follow their Personal Emergency Evacuation Plan (PEEP).
13. All Pupils, Staff and Visitors must remain at their Fire Assembly Point until all clear is given to return to the buildings by a member of the SLT. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services in the event of a real fire.***

Emergency Evacuation Procedure for Estates Team

1. The Maintenance Manager/Maintenance Supervisor is to go to the Main Fire Panel to identify the source of the alarm. They should then send a member of the Estates Team to go to the source. On no account is anyone to enter a building if a fire is suspected (as opposed to a false alarm).
2. SMC Custodian in liaison with the Maintenance Manager will summon the Emergency Services as soon as an emergency is confirmed.
3. A member of the Team is to go to the Main Entrance on Shinfield Road to meet the Emergency Services.
4. All other members of the Maintenance Team are to make their way to the designated Fire Assembly Point (FAP) in front of the Staff Room. Members of the Grounds Team are to meet in the car park to stop unauthorised access through to the reception and act as a messenger to the Nursery who will prepare the younger pupils for evacuation but wait for further instructions.
5. The Maintenance Manager is to liaise with the FSO. In the event of a false alarm, the Maintenance Manager will co-ordinate the resetting of the fire alarms and will liaise with the FSO as to the release of staff, pupils, contractors and visitors.

Emergency Evacuation Procedure for the Building Fire Marshals

1. If you hear the fire alarm and it is safe to do so, conduct a sweep of the building for which you are responsible. This is to ensure that all members of staff, pupils, contractors and visitors have safely left the building.

2. If you are in another building when the alarm is activated, DO NOT GO TO THE BUILDING but go to your usual Fire Assembly Point (FAP) – Annex A – and report the situation to the Fire Coordinator.
3. Shut doors and windows behind you, if safe to do so.
4. In the event of discovering a fire, leave the building by the nearest, safest exit. DO NOT ATTEMPT TO FIGHT THE FIRE.
5. If someone is in an Emergency Refuge and requires immediate evacuation, notify the FSO immediately.
6. Make your way to your designated Fire Assembly Point (FAP)
7. Report your building clear to the FSO

The fire evacuation check list is set out at Annex B.

Adjustments are made to the FAPs during School exams, to ensure that pupils do not mix or talk to each other. Fire drills will not be scheduled during an exam. More details in relation to fire arrangements during an exam are available in the Exam Contingency Plan.

FIRE SAFETY PRACTICES

Briefing New Staff and Pupils

All our new staff and all new pupils, including EYFS pupils, are given a briefing on the School's Fire Safety and Emergency Evacuation Procedures on their first day at Crosfields School.

They are shown;

1. where the emergency exits and escape routes are located.
2. where everyone should go on hearing the fire alarm.
3. where outside Fire Assembly Points are located by walking to them.
4. where Fire Action notices are displayed at all fire exit points.
5. how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone – pupils, staff and visitors alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

Fire Safety Training

All staff receive annual fire safety refresher training.

All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive annual refresher training and carry out their duties to a specific individual building evacuation plan.

Summoning the Fire Brigade

The School Office is staffed between 08.00 and 18.00 during weekdays in term-time and between 08.00 and 13.00 during holidays apart from Bank Holidays and Christmas closedown. The fire alarm master panel is located in the Acorns Building foyer and when the alarm is activated will indicate the location of the alarm point on the networked alarm system. SMC Custodian will summon the Fire and Emergency Service once an emergency is confirmed by the Maintenance Manager. SMC Custodian is always given advance warning of fire practices.

The fire alarm is monitored remotely by SMC Custodian who will make contact with the Maintenance Manager or Maintenance Supervisor when the alarm is sounded to check that they are aware. If they receive no reply, they will contact the emergency services on our behalf.

Outside normal School operating hours, the emergency services would be summoned by the Sports Centre Duty Manager or a resident unless warned of a planned fire practice.

Visitors and Contractors

All visitors and contractors are required to sign in at the main School Office Reception in the Aspire building, where they are issued with a visitor's badge, which should be worn at all times when they are on School property. They are provided with Guidance for Adults Visiting or Working at Crosfields which includes the Emergency Evacuation Procedure. They must read this and confirm that they have read this on the school's electronic sign in system. Hosts must show Visitors the way to the Fire Assembly Point in front of the Staff Room. Details of emergency evacuation procedures for are detailed in the School's General Emergency Evacuation plan (GEEP).

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions etc., a brief announcement is to be made immediately prior to the event, advising them of the location of the emergency exits that they should use in the event of the fire alarm sounding.

Disabled Pupils and Carers, Staff and Visitors

All visitors are required to sign in at the main School Office Reception within the Aspire building.

Staff should confirm whether assistance may be required in the event of an emergency and a suitable evacuation strategy will be agreed. Class teaching staff are responsible for identifying any pupil with a temporary disability that may compromise their ability to evacuate in an emergency. The Nurse Manager alongside the Head of Department will create a Personal Emergency Evacuation Plan (PEEP) for staff, pupils, contractors or regular visitors who require assistance. This will be shared with all staff. The General Emergency Evacuation Plan (GEEP)

is available on request and sets out emergency evacuation procedures and arrangements for the safe and orderly evacuation of all other pupils, staff, visitors and contractors during an emergency.

Certain parts of the School have one or more upper floors accessible by lift. As lifts are not fire protected, evacuation necessitates use of the stairs or waiting for assistance to be evacuated in the nearest designated safe refuge. The Visitor's host or the Building Fire Marshall are to ensure that the name of the disabled person, together with the location of their safe refuge point, are passed to the FSO or Head of Estates as soon as possible. It is the responsibility of the FSO to ensure that this information is provided to Emergency Services if their assistance is required.

The lifts in the Aspire building and The Oaks or the stair lift situated in Acorns are not to be used in the event of an evacuation.

Responsibilities of the Building Fire Marshals

The School has at least one Fire Marshal responsible for each building. They are required to conduct regular visual checks of the building and to raise any concerns for fire safety to the occupants of the building and/or through to faults@crofields.com copying in the Head of Operations. The Head of Operations conducts a rigorous fire safety inspection termly and shares the result of the inspection with the building Fire Marshals, Head of Estates, Director of Compliance and Operations and Maintenance Manager.

Fire Practice

We hold at least one fire practice every term at Crosfields School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Marshals in every building helps to ensure that the School can be safely evacuated in the event of a fire.

A report of planned and unplanned fire evacuation is completed by the Head of Operations and filed.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Crosfields School:

Fire Detection and Control

- The School operates a site wireless radio linked Fire Alarm System. The Little Acorns Nursery and Little Acorns Pre School are on their own stand-alone systems.

- The systems are maintained to BS5839 for periodic or annual inspection and test.
- Smoke detectors or heat detectors are located in every building and in the two commercial kitchens.
- Chestnuts Food Tech Room on the first floor has stand-alone heat detection equipment. This system provides a pumped water spray mist to the seat of the fire if detected.
- The Kitchen in the main School, has a stand-alone heat detection and extinguisher system sited over the cooking area.
- The fire alarm master panel shows the location of an active alarm.
- Fire alarm call points are rotationally tested weekly and recorded by the Estates Team in the online Estates File.
- An ISO9001 certified contractor carries out termly testing of fire detection equipment.
- All staff are encouraged to report defects to the Estates Team.
- Flammable wall displays must not exceed 2.4 m in length and there must be at least a 1m clear gap between wall displays and at doorways.
- Flammable wall displays are not permitted in stair well areas.
- Floor plan drawings of all buildings are available from the Head of Estates which also show gas and electricity services details.
- The Main Kitchen and The Hatch fire alarms are set to accept heat only during School operating times and heat and smoke at all other times.

Escape Routes and Emergency Exits

- Evacuation escape route plans are displayed within all main buildings on site.
- There are generally at least two escape routes from every part of all buildings, where this is not this is permitted under fire regulations.
- Fire Action Notices are displayed at every fire alarm call point.
- Fires extinguishers are located at every fire exit in each building and in higher risk of fire areas.
- All stairs, corridors and emergency exits are illuminated by emergency lighting which operates by battery in the event of a mains electricity failure.
- Fire alarm activated automatic closers are fitted on doors in or leading onto escape routes.
- Fire exits routes and doors are kept clear at all times.
- Fire extinguishers are tested and serviced annually, and records of these checks are held by the Head of Estates. In addition to this, visual checks are carried out throughout the year, and staff are aware of the process for reporting a fault if they notice an issue with a firefighting equipment.
- Emergency lights are checked and tested on a monthly rotation by the Estates Team.
- Records of all tests are maintained.

Electrical Safety

- The School employs a NICEIC approved Electrical Engineers to inspect and maintain the electrical installation to its buildings.
- Annual portable appliance testing takes place by an external contractor.

- Records of all tests are kept electronically on the School network.
- The Head of Science/Head of DT check that all scientific and DT equipment is switched off at the end of the School day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening, during holidays and at weekends.
- The Executive Chef checks that all kitchen equipment is switched off at the end of the day.
- Staff are advised during induction training to visually inspect portable electrical equipment regularly and report any defects via the faults reporting system.

Lightning Protection

- All lightning protection and earthing conforms to BS EN IEC 62305. It is tested every 11 months by a specialist NICEIC approved contractor.
- Records of all tests are kept electronically on the School network.

Gas Safety

- All gas appliances (central heating boilers, kitchen equipment etc) are regularly maintained and serviced annually by Gas Safe registered engineers.
- All kitchen equipment is switched off at the end of service.
- The Head of Science checks both laboratories daily to ensure that the central gas supply is turned off.
- The Kitchen and Science Labs areas have gas detection and automatic isolation systems which are checked termly for correct operation.
- The Kitchen and Science area gas detection and automatic isolation systems are checked and serviced annually by Gas Safe registered engineers.
- Records of all tests are kept electronically on the School network.

Safe Storage

- Diesel for vehicles is kept in a purpose made bunded Diesel Fuel tank located in a secure area and a risk assessment is in place.
- The tank is tested in accordance with Inspection Procedure INS009 ISO 9001:2008 and records kept electronically on the School network
- Petrol for vehicles is kept in a purpose made Petrol Storage tank located in a secure area.
- Heating oil for Newton Lodge is kept in purpose made bunded storage tanks located within a secure area.
- LPG is stored in very small quantities in a secure cage in a secure area outside and safety signed.
- A spill kit is available in the Grounds Building to deal with diesel, petrol and hydraulic oil leaks or spills from vehicles or plant.

Rubbish, Combustible Materials and Flammable Hazardous Substances

- Flammable rubbish is stored away from buildings in a rubbish compound.
- Combustible materials used in teaching, maintenance, grounds and caretaking are stored in flame proof cupboards.

- We ensure that flammable materials used in teaching or maintenance are locked in purpose made, flame-proof containers at the end of every day.
- Flammable hazardous substances have COSHH risk assessments and the storage requirements are in accordance with the safety data sheet and the safety control measures deemed necessary in the COSHH risk assessment.

OUT OF HOURS

Our standard contractual terms in relation to letting and hiring of School facilities covers fire safety and specifies that the hirer should certify that they have read and understood the School's Fire Safety and Emergency Evacuation Policy. Out-of-Hour's arrangements are included within all hiring agreements.

The fire alarm system is monitored externally out normal School hours and a member of the Maintenance Manager or Maintenance Supervisor will respond. In the meantime, hirers are responsible for escorting their users safely out of the building in an orderly fashion and without unnecessary talking. Residents and members of staff are to evacuate immediately.

1. If you hear the fire alarm, leave the building by the nearest, safest exit.
2. If you discover a fire, break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest, safest exit.
3. If you are responsible for a group, make them leave quietly with you. No one should talk unnecessarily or run. Do not take anything else, and do not allow the pupils to take anything.
4. Shut doors and windows behind you if safe to do so.
5. Hirers are to make their way to Fire Assembly Point (FAP) **A** – ATP.
6. Members of staff and residents are to make their way to Fire assembly Point **D** – at the Staff Room.
7. You should account for all staff, participants and spectators in your activity group and endeavour to identify whether anyone is missing as soon as practicable.
8. The Sports Centre Duty Manager will take on responsibilities as the Fire Assembly Co-ordinator (FAC) during periods when the Sports Centre is open.
9. You must notify the FAC if anyone is **missing** immediately.
10. Everyone must remain at their Fire Assembly Point until the all-clear is given. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services in the event of a real fire.***

FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically, it identifies:

- The hazard,
- The people at risk,
- The measures to evaluate, remove, reduce and protect from the risk,
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal,
- The arrangements for reviewing the assessment.

Crosfields School has a fire risk assessment carried out by a BAFE Registered Company which is updated at least every 3 years. In the intervening years, an interim Fire Risk Assessment is completed by the Head of Operations. Additionally, fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, when new buildings are constructed, when changes are made to the way the School operates or when regulations are changed or updated.

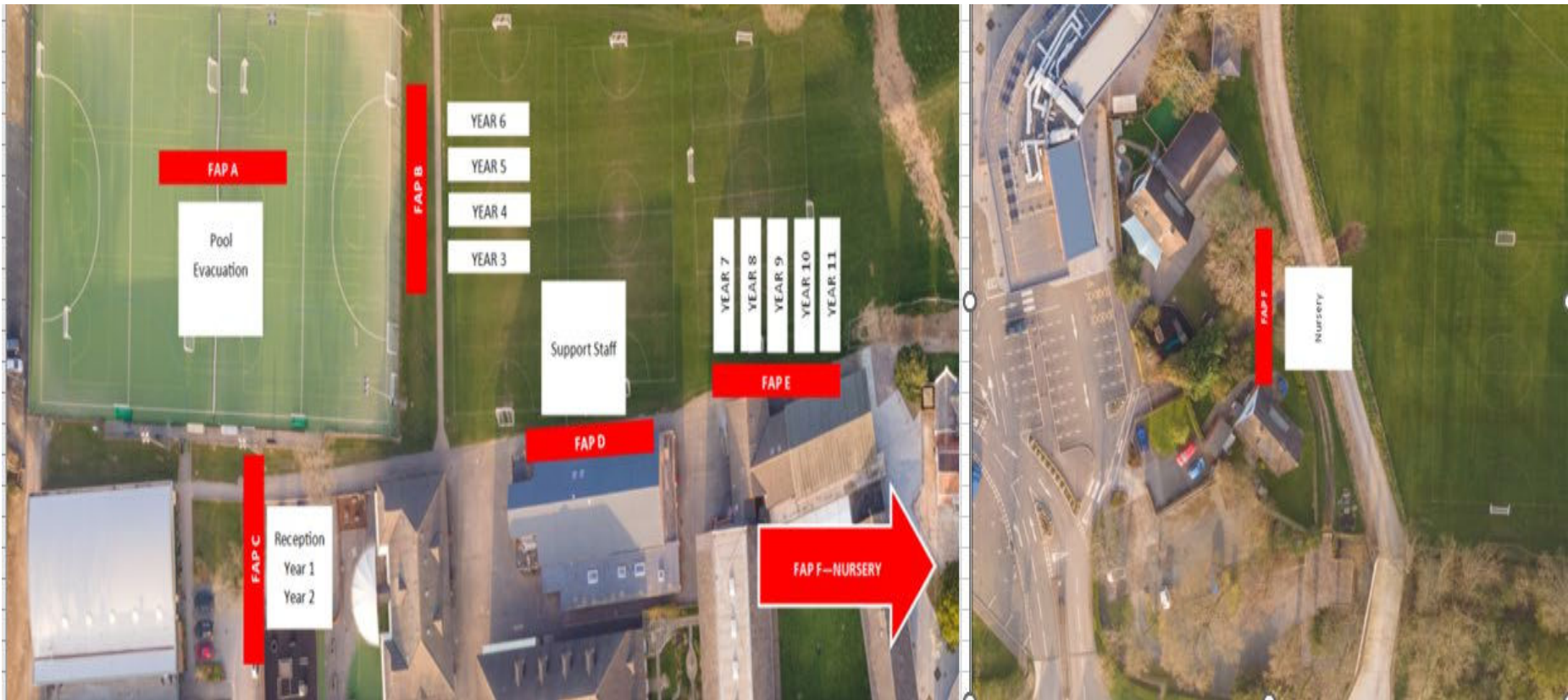
A copy of Crosfields School's fire risk assessments is available from the Head of Estates, together with this policy document, which is contained within the School's overall Fire Safety and Emergency Evacuation Policy document and is available on the School's shared network. Any comments or suggestions for improvement are always welcome.

This Policy also applies to the EYFS.

Annex A

Department	Fire Assembly Point	Fire Assembly Co-ordinator
Sports Centre staff and users	FAP A Artificial Turf Pitch	Head of Swimming or Director of Sport
Years 3 – 6	FAP B Backfield	Head of Juniors or Deputy Head of Juniors
Reception, Year 1, Year 2	FAP C Chestnuts Playground	Head or Deputy Head Pre-Prep
Support staff including IT and Catering	FAP D In front of Staff Room	Director of Compliance & Operations <u>and</u> Head Chef
Peripatetic Staff	FAP D In front of Staff Room	Director of Music
Visitors	FAP D In front of Staff Room	Office Team and Director of Compliance & Operations
Contractors	FAP D In front of Staff Room	Office Team and Director of Compliance & Operations
Years 7 – 11	FAP E To rear of Theatre	Heads of House or Deputy Head Academic
The Nursery Building operates a standalone fire alarm system		
Little Acorns Nursery & Pre School	FAP F Haul Road near Pavilion	Nursery Teachers

Annex A - Continued



Annex B

-Fire Evacuation Checklist

FAP A		FAP B		FAP C		FAP D	FAP E		FAP F
Area	Check ed	Juniors	Check ed	Pre prep	Check ed	Support Staff/ Peris	Seniors	Check ed	Nursery
Pool		Year 3		Reception		Separate register taken for this point	Year 7		Radio grounds if full evacuation is required
Sports Centre		Year 4		Year 1			Year 8		
		Year 5		Year 2			Year 9		
		Year 6					Year 10		
							Year 11		

Buildings		Notes and Learning Outcomes	
Building Name	Building Checked		
ASPIRE			
NURSERY			
OAK LODGE			
KITCHEN			
DINING HALL			
MUSIC			
THEATRE			
COURTYARD			
STAFF ROOM			
STILLMAN			
THE OAKS			
CHESTNUTS			
SPORTS CENTRE			

