PINEWOOD

Est. 1875

FIRE POLICY

A Whole-School policy including the EYFS

INTRODUCTION

Overall responsibility for fire precautions within Pinewood School belongs to the Headmaster assisted by the Designated Fire Officer (Deputy Headmaster), the Estates Manager, and the Deputy Head of the Pre-Prep for all matters concerning fire safety in the Pre-Prep and Early Years. This Fire Policy Statement reflects the importance which Pinewood School attaches to the safety of its staff, pupils, visitors and other persons who may be affected by its activities and its property.

All visitors to Pinewood will be told upon signing-in at Reception if a Fire Alarm is scheduled for the duration of their stay, otherwise they must assume any alarm is a genuine fire evacuation and they must leave the building at the closest fire exit and head to the Front Lawn. A Personal Emergency Evacuation Plan (PEEP) can be provided on request, details of which can be found later in this document.

Pinewood takes all reasonable and practicable steps to achieve the objectives and measures outlined below, in the manner that this statement sets out.

The School will comply with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable fire safety legislation and standards. Where the School could be granted exemptions from specific regulations, it is the School's policy that fire precaution standards and arrangements will be, so far as possible, at least equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines.

Overall responsibilities for fire precautions are exercised through the Governance Committee. They delegate a range of responsibilities to the Designated Fire Officer, Estates Manager and Deputy Head of Pre-Prep for all matters concerning fire safety in the Pre-Prep and Early Years.

All members of staff, students, contractors and visitors are required to follow the standing instructions and fire procedures approved by the Governance Committee. In particular, in the event of a fire alarm sounding in a school facility, occupants must evacuate the building and only re-enter upon the instruction of the Designated Fire Officer or the Fire Brigade.

Fire Prevention
The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Designated Fire Officer, Estates Manager, Deputy Head of Pre-Prep and Heads of Department will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials;
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- All staff to undertake advanced Warden level training
- Include fire prevention and evacuation procedures during the induction process with all new starters;
- Pay close attention to the activities of contractors as appropriate including Hot Working procedures;
- Ensure all purchases of furniture and soft furnishings should comply with the Furniture and Furnishings Fire Safety Regulations 1988 (amended 1989, 1993 & 2010).

Fire Records
These include keeping records of the following:

- The fire risk assessment and its review
- Fire Procedures and Arrangements
- Training Records
- Practice Drills
- Certificates for the installation and maintenance of firefighting systems and equipment
- Lockdown Procedure and Drills

During a fire the main consideration is to evacuate everybody safely. Protection of property is incidental.

Pinewood School carries out fire risk assessments taking into consideration all employees and all other people who may be affected by a fire in the premises and to make adequate provision for any disabled people with special needs who use or may be present on the premises.

The school operates a Personal Emergency Evacuation Plan System (PEEPs) for any member of the Pinewood Community who is disabled and requires an evacuation plan. Visitors are informed by Reception Staff that this system is in operation and available if assistance is required. All staff are made aware if a PEEP, or a Care Plan for lesser injuries, has been created for a pupil and will take responsibility for the evacuation

when required. It is the responsibility of the line manager, Head of Department or Senior Leadership team to create a PEEP for a member of staff if required.

The school provides and maintains such fire precautions as are necessary to safeguard those who are on the premises. The school provides information, instruction and training to relevant persons about the fire precautions in the premises.

All fire risk assessments consider any combustible materials e.g. paper, combustible fabrics, plastics, flammable substances e.g. paints, thinners, chemicals, flammable gases and ignitions sources e.g. naked flames, sparks, portable heaters and smoking materials. The school commissioned new Fire Risk Assessments (August 2025) and reviews them on an annual basis or at a point of significant material change to school buildings or operations.

All new staff are provided with Fire Awareness training as part of the induction process and further training is given when required. There is some form of Staff Fire Safety training administered every year, with the last in-person Fire Awareness Training taking place in January 2023. From January 2024, all School staff have completed online Fire Warden training to assist with fire prevention, fire awareness and evacuation and clearing procedures. Fire Wardens are also given an onsite practical Fire Warden Orientation. Relevant Heads of Section and Line Managers are responsible for ensuring their respective areas are clear and for undertaking the roll call during evacuations. Every few years, key staff (Boarding and Catering) also undertake a Fire Extinguisher Course run by the Oxfordshire Fire Service, with the latest booked for January 2026.
In addition, all staff are required to sign to say they have read and understood this Fire Policy on an annual basis.

The school is committed to maintaining and checking clear emergency routes and exits, signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers. The complete fire alarm system is maintained and checked biannually by Pyrotec Systems and this includes smoke and heat detectors, sounders and emergency lighting. The maintenance staff carry out weekly call point checks and monthly fire extinguisher and fire door and escape route checks. Details of all checks are held in the fire folder in the Deputy Head's office or in the Fire Safety Security Record held in the Fire Box below the main school Fire Folder panel.

The school has a good working relationship with Oxfordshire County Council Fire Service and the local Farringdon Fire Brigade, with communication currently taking place for an imminent visit and site evacuation drill.

Fire Command Structure (Chain of Command)
In the simultaneous absence of both the Designated Fire Officer (Deputy Head) and the Headmaster from the site, the Bursar shall immediately assume command and responsibility for managing the entire evacuation process.

The Bursar will be actively supported by any available member of the Senior Leadership Team (SLT) to direct the movement and safe marshalling of all children.

Concurrently, Office Staff will immediately review the Fire Panel to ascertain whether the alarm is genuine and will instruct the Head of Estates to proceed to the panel area without delay for technical management and investigation.

Evacuations During External Activities (Wednesday Afternoons/Break Times)
If an evacuation alarm sounds when staff and pupils are engaged in external activities (e.g. Wednesday Games or Break Times), the following must occur:

A member of the Teaching Staff on duty must immediately activate the hanging bells located on the Hoyland and Upper Terrace buildings. This ensures all personnel on the fields and astro turf are alerted. A claxon is also available for use, which is located in the Main Office

On a match day, recognising that some staff may be off site, members of SLT still present are to assume control and direct accordingly. All school staff and children must then proceed immediately and directly to the designated Muster Point.

Visiting teams/personnel are responsible for their own head counts. They must assemble in a clearly designated, safe location on the fields or astro space, and must not join the main school muster point to avoid confusion.

Fire Emergency Plan

ACTION TO BE TAKEN ON DISCOVERING A FIRE

Immediately sound the fire alarm from the nearest fire alarm call point and follow the evacuation procedure (see below).

The Fire Brigade should be called immediately to any fire, however small.

No attempt should be made to fight the fire until evacuation is complete and then only if safe to do so. Where possible, staff should contain the spread of smoke and fire by closing doors, but only where there is no risk to their own safety.

Staff should only attempt to fight the fire using the fire extinguisher if they are confident to do so and if it is safe to do so.

Pupils must **never** be asked to help fight the fire.

Fire Alarm at Night

In the event of the Fire Alarm going off at night or after school hours the Boarding Team will notify the Head and together they will take control of the situation. Those staff on evening duty or sleeping in the building should assist. The girls will be evacuated by Helen Cook (Assistant Housemistress) and one Gap and the boys will be evacuated by two Gaps. For any child sleeping in surgery they will be evacuated by the allocated Gap. All children and staff will evacuate to Assembly point A (default location unless told otherwise), on the grass outside the front door of the main building.

If the Headmaster is away for the evening the Deputy Head will supervise in the event of an emergency, and if both away, AN/IN in the first instance. Helen Cook (Assistant Housemistress) will make the telephone call.

PINEWOOD

Est. 1875

FIRE INSTRUCTIONS - BY DAY (07.00 – 18.30)

In the event of the fire alarm ringing:

Assembly Points - Gather by classes IN SILENCE

Assembly Point A (default location unless told otherwise) is on the grass outside the front door of the main building.

Assembly Point B is on the Colts sports pitch by the Hoyland/Floodlit Astro.

- Deputy Head/Senior Member of staff to locate fire from the panel and take appropriate fire prevention measures.
- Responsible persons to close all doors and windows in their designated area of the school.
- The Science Department must follow their stipulated Gas Safety Procedures.
- Children proceed to Assembly Point A (accompanied by adults where possible).
- Responsible persons to ensure all areas are cleared of children and adults and report to the Fire Officer when their area is clear and swept. Non-academic staff will be accounted for by their relevant line manager. Academic staff will be accounted for by the Headmaster and by Head of Pre-Prep.
- Fire Officer to record details of the evacuation on the Fire Drill Report found in the Red Fire Safety Security Record at an appropriate time.
- In the event of an alarm after 16.30, Sign-Out lists will also need to be taken into account for children that have left the site already.
- If the alarm rings while the pool is in use, the children will get out of the pool and await further instructions via the pool's radio system. If confirmed to be real, then all bathers and staff must head directly to Assembly points A unless otherwise stated.
- After review of the fire location and initial registration, children and staff may be moved to Assembly Point B if deemed safe to do so.

Kitchen Staff

Operations Manager, who is a nominated Fire Marshal, must ensure all naked flames are extinguished, and Gas Supply is isolated. Doors are to be closed before going to the Assembly Point.

Matrons/Nurses

Must ensure all patients in the Surgery are escorted to the Assembly Point. Nurses to set up First Aid Post and to wear green tabards.

Main Reception Responsibilities

Reception staff to phone the Estates Manager immediately on hearing the Fire Alarm and then communicate the alarm with the swimming pool via Walkie Talkie.
If the alarm rings during Break, Reception Staff to notify duty staff via Walkie Talkies.
Reception staff collect the day's registers from the main foyer and absentee list from the Common room. These are shared between the Form Tutors as they arrive at the Assembly Point.

Reviewed by Peter Archdale (Fire Officer) and Dan Such (Estate Manager) September 2026
Next Review Date: September 2027
Next Review Date: September 2026

PINEWOOD

Est. 1875

FIRE INSTRUCTIONS - BY NIGHT (18.30 - 07.00)

In the event of the fire alarm ringing during Boarding hours:

- Children must head directly to **Assembly point A** (default location unless told otherwise), on the grass outside the front door of the main building.
- If the alarm sounds during the night, the children know to head to the assembly point by the most direct route and they will be helped by duty staff, who will also sweep the Boarding House, including the Sick Bays.
- Duty members of staff collect the Boarders' Dormitory lists located by folders beneath the Fire Panel and take it to the assembly point. This will provide a checklist of all pupils since it will provide Flexi-Boarder details.
- Boarders should line up in dormitory order. Any outstanding Day pupils should line up together.
- In the event of an evacuation after Lights Out, all boarders will get up, put on dressing gowns and slippers and go downstairs and out to the Assembly Point, by the route instructed.
- There should be separate roll calls for boys and girls to speed up proceedings, using the updated lists added to the clip boards.
- The following are responsible for:

Headmaster and Senior Duty Staff	Attend to the control panel and ascertain where the alarm has been triggered. Silence as necessary. Identify the source of the alarm and ascertain whether the alert is genuine. The offending sensor will have a permanently lit red light on it. If it is a genuine fire, the fire brigade should be summoned immediately and the children evacuated to a safe and sheltered place. At this point summon the Head and IN/AN.
Gap Assistant Matrons - Sweeping the BOYS dorms	Longaford, Acorn Wood, Dartfordleigh, Doone, Surgery, Sugar Hill Ashford, Charlbury
Assistant Housemistress - Sweeping the GIRLS dorms	Wanborough, Fernworthy, Happy Valley, Merripit, Laughter and Cherrybrook

If the alarm rings during activity time and with the pool in use, then regular school fire procedures are to be followed. Communication is to be initiated with the main building using the pool's radio system to request confirmation of whether the fire alarm is read or a drill. If confirmed to be real, then all bathers and staff must head directly to Assembly Point A, with towels/blankets issued if necessary.

If the Headmaster is off-site during an evening or overnight, the Deputy Head will be called in the event of an emergency. If both the HM and DH are off site, the Houseparents will be appointed to manage the fire situation and management of the Boarders. In this situation, Helen Cook (Assistant Housemistress) will call these staff as needed.

Any overnight Fire Alarms and evacuations should be reported to the Fire Officer the following day.

Reviewed by Peter Archdale (Fire Officer) and Dan Such (Estate Manager) September 2026
Next Review Date: September 2027

In the Pre-Prep and main school office corridor there is a folder marked **Fire Evacuation Folder.** These lists contain information on the location of pupils and staff at any time**.** The School Secretary is responsible for the upkeep of these lists**.**

In it at all times there should be the following lists:

Prep School Form List	(Systems Administrator responsible)
Pre-Prep Form List	(Systems Administrator responsible)
Nursery List	(Systems Administrator responsible)
Prep School Timetable	(Director of Studies responsible)
Pre-Prep Timetable	(Head of PP responsible)
Music Lessons Timetable	(Head of Music responsible)
Music Practice Timetable	(Head of Music responsible)
Extra Tuition Timetable	(Head of SEND responsible)
Activities List	(Head of Activities responsible)
Dormitory List	(Matron responsible)
Staff List (inc. matrons, domestics etc.)	(Bursar responsible)

Before School hours (i.e. Drop-off)

In the event of the fire alarm sounding during the school drop off and before any registers have been taken, priority is on clearing the buildings and making sure no-one enters. Children, staff and parents must still muster at the meeting point.
With so much traffic on the drive, potentially blocking access at this time, a member of staff will need to meet the Emergency Services at the main gate/make contact via Southern Monitoring (Estates Manager/Caretaker) and direct them through the village to enter the school site via the exit gate.

During breaks and games/activities:

All staff to get children as quickly as possible to the relevant assembly point. The pupils should again line up by form. The Lead duty member of staff monitors/directs persons to the assembly point on hearing the alarm. During Top Field break times for Pre-Prep and Early Years, staff are required to line up children in silence and wait for the registers to be taken. Children and staff are to remain on Top Field until instructed otherwise by the Headmaster.

General points

Please make sure that Fire Doors are kept shut at all times and that doors marked 'Close at Night' are closed when the boarders are in bed.
Do not take fire extinguishers off the walls and use them as doorstops.
Report any potential fire hazards (e.g. loose wires in plugs, faulty light switches etc) to the Estates Manager.

Fire Drills and Drill Procedures

At the beginning of each term, Form Tutors must check that their Forms have understood and are familiar with the evacuation procedures. Boarding Staff to also check with Boarders. Pre-Prep and Early Years Teaching staff are to go through fire procedures with their classes every term. Each Pre-Prep class has specific evacuation

instructions unique to their setting. The Designated Fire Officer will go through all the fire drill procedures and provide immediate feedback after practice drills.

Day Time Fire Drill (incl alternative escape route) x 1 per term
Late drill using alternative escape routes x 1 per term
The Headmaster or senior staff present to collect the Red Fire Safety Security Folder (located under main panel)

<u>To Call The Fire Brigade</u>
a. Dial 999
b. Give Operator your telephone number and ask for "FIRE".
c. When the Fire Service replies give call distinctly **"Fire at Pinewood School, Bourton, Near Shrivenham – 1 mile off the A420"**

Do not replace the receiver until the Fire Service has repeated the address correctly.

This policy statement will be reviewed by the Fire Safety Officers annually or at more frequent intervals if there are relevant legislative changes.

Emergency numbers:

Fire service 999
Boarding mobile: 079596 005929
NEB mobile: 07799 530522
TJK mobile: 07989 962607
Paul Aspinwal (Caretaker): 07375 542027
IN mobile: 07725124258
ACN mobile: 07809455543
Helen Cook mobile: 07763331262

PRE-PREP FIRE EVACUATION SYSTEM

In the event of a fire:

- Head of Pre-Prep, Pre-Prep Administrative Assistant or teacher to take registers to muster point and fire folder.
- All assistants/staff to check their assigned areas before leaving the building and report to the Head/Deputy of Pre-Prep.
- All teaching staff take their children out and count them outside.
- All doors to be closed when leaving the building.

DURING TEACHING TIME

NURSERY	**RECEPTION**	**YEAR 1**	**YEAR 2**
Nursery block & toilets & Early Years playground.	Reception classes, toilets, reception cloakroom, The Hive & staff room	Year 1 Classes & Lady Chapel.	Classes, Year 1 & 2 toilets, storage room, theatre & library,
STAFF	STAFF	STAFF	STAFF

DURING NON-TEACHING TIME / PLAYTIME

- All teaching staff to walk and collect their class.
  Sole responsibility is their class of children.

- If children are on Top Field, staff to line children up in silence, count and roll call.

- All assistants (who are not on duty) are to check all areas in Nursery, Reception, Y1, Y2 (see above for specific areas) for any children who may be left. They are then to report that all areas are clear to the Head/Deputy of Pre-Prep.

Reviewed September 2025
Reviewed by Tim Knapp (Fire Officer) and Dan Such (Estates Manager)
Next Review Date: September 2026

PINEWOOD

Est. 1875

Personal Emergency Evacuation Plan (PEEP)

It is the responsibility of the individual to notify the School if they require assistance to evacuate in an emergency situation

Fire Safety

Emergency evacuation questionnaire for disabled staff/pupils and visitors who require assistance.

1. Why you should fill in this form

As an organisation we have a legal responsibility to protect you from fire risks and ensure your health and safety. To do this properly we need to know:

If you require information about our emergency evacuation procedures and if you need assistance during an emergency.
It shouldn't take you more than a few minutes to complete the form.

2. What will happen when you have completed the form?

We will be able to provide you with any information you need about the emergency evacuation procedures in the building(s) in which you work/study.

If you need assistance, we will be able to work out a "Personal Emergency Evacuation Plan" for you. To do this we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your Line Manager or your Head of Department/Form Tutor/Teacher and School Nurse and the person(s) in charge of the building(s) in which you work/study. Please be assured that you are not a safety risk. Any potential difficulties belong to us and the buildings in which you work or study.

PEEP Part 1: Personal Information

Name of Person	
Staff / Pupil	
Department / year	
Disability Contact	
Line Manager	
Form Tutor	
Head of Department	

			(please tick as appropriate)
Mobility impairment		**Visual impairment**	
Hearing impairment		**Medical condition** e.g. Asthma	
Difficulty reading signage		**Temporary impairment** e.g. broken limb	
Pregnancy		**Other**	

	(please delete as appropriate)	
Do you have a full time personal assistant?	YES	NO
Can you hear audible alarm signals?	YES	NO
Can you use stairs safely in an emergency?	YES	NO
Would you use the stairs without assistance?	YES	NO
Can you follow exit signage without assistance?	YES	NO

Do you use a wheelchair and/or any other device to aid your mobility?	YES		NO
If yes to above, please describe:			
If you use a wheelchair, it is a manual or electric chair?	Manual	**Electric**	N/A
Will you use your wheelchair at all times while you are at school?	YES		NO
Can you self-transfer?	YES		NO

Are there any other measures that could be introduced that would further aid your evacuation in an emergency?	**YES**	NO
If yes to above, please state:		

Are you using School Boarding accommodation?	**YES**	NO

PEEP Part 2: General Information

Department or Area of School employed in.	
Area of School for Pupil/Teacher e.g. Pre Prep, Lower School.	

Times of Lunch and Breaks	
Additional Notes	

Additional Information

Part 3: Personal Emergency Evacuation Plan

Name	
Staff / Pupil	
Location(s)	

Awareness of procedure

I am informed of an emergency evacuation by: (Please Tick)

- o Existing alarm system
- o Visual alarm system

Pager device
Other (please specify)

Designated assistance: (The following people have been designated to give assistance when I need to get out of the building in an emergency).

Methods of assistance: (e.g.: Transfer procedures, methods of guidance, etc.)

Equipment provided/Required

Agreed means of escape

On hearing the alarm

On discovering a fire

Conclusions/Recommendations:

Signed

Individual _____ Date _____

HOD/Manager/
Teacher _____ Date _____

School Nurse _____ Date _____

This document is to be reviewed if any of the following circumstances alter (Please Tick)

- o Change in disability
- o Change in circumstances
- o Change in building layout
- o Change in staff

Comments:-

Signed

Individual _____ Date _____

HOD/Manager/
Teacher _____ Date _____

School Nurse _____ Date _____

PINEWOOD

Est. 1875

EMERGENCY ACTION PLAN
SPORTS HALL

ASSEMBLY POINT – Front Lawn

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM BY SHOUTING **FIRE FIRE FIRE** AND ACTIVATING NEAREST CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- ASSIST DISABLED CHILDREN/STAFF AS PER INDIVIDUAL PEEP.
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

• LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
• DO NOT RE-ENTER THE BUILDING
• REPORT TO THE ASSEMBLY POINT
• CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
• LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

• ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
• ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

PINEWOOD

Est. 1875

EMERGENCY ACTION PLAN
CHANGING ROOMS

ASSEMBLY POINT – Front Lawn

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM BY SHOUTING **FIRE FIRE FIRE** AND ACTIVATING NEAREST CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- ASSIST DISABLED CHILDREN/STAFF AS PER INDIVIDUAL PEEP.
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

PINEWOOD

Est. 1875

Nominated Responsible Adults and roles

Tim Knapp (Deputy Head/ Designated Fire Officer) – To oversee the evacuation procedures policies.

Dan Such (Estates Manager) - To oversee Statutory Testing of all Fire Equipment and responsible for all buildings and relevant risk assessments.

Neal Bailey (Headmaster) – To manage fire evacuation and to account for teaching staff in the Prep School.

Nicola Bailey (Headmaster's Wife) – To assist Headmaster, especially at night time.

Paul Aspinwall (Caretaker) – To Attend Fire Panel after school hours

Jo Siebert (Deputy Head of Pre-Prep / i/c Fire Safety Pre-Prep) – To account for children in Pre-Prep.

Helen Cook (Assistance Housemistress) – To assist with evacuation. Sweep and clear girls' dorms day and night.

Resident Gap Matrons – To assist with evacuation. Sweep and clear boys' dorms at day and night.

Jason Lang (Head of Pre-Prep) – To sweep Pre-Prep building and account for Pre-Prep Staff.

Charlie Palmer (Head of Lower School) – To sweep and clear Lower School.

Sarah Martyn-Fisher (Head of Middle School) – To sweep and clear Middle School/The Hoyland

Bryce Hewitt-Boorman (Head of Upper School) – To clear the main building upstairs classrooms.

Sarah James (Head of Science) – To turn off gas supply to labs, sweep and clear science labs

Sam Downe (Director of Studies) - U4, U5 and U6 classrooms.

James Siebert (Director of Sport & Senior Master) – To sweep and clear Sports Hall and Changing Rooms.

Alex Newcome (Head of Boarding /Resident in School House) – To assist with fire safety and evacuation. To attend the Fire Panel (at night).

Susan Clark (Operations Manager) – Isolate gas supply, sweep and clear kitchens and ground floor Main Building.

Harriet Starkey (Head of Music) – To sweep the Music Department.

Emma Harrison (Head of Art) – To sweep the Art Room and Theatre.

Nurses – To evacuate Surgery and set up a First Aid post.

Simon Mason (Bursar) – To sweep the Admin Department upstairs Main building.

Sara Stephens (SENCO) – To sweep the Learning Skills Department.

Reviewed by Tim Knapp (Fire Officer) and Dan Such (Estates Manager) September 2025
Next Review Date: September 2026