

Merchant Taylors' School

equipment in their area of responsibility and inform the Head of Operations of any remedial action required. In the event of a fire, while teaching staff lead the evacuation of pupils to the assembly area for registration, the Fire Wardens will ensure that all personnel are evacuated from their areas safely and that all fire doors and windows are closed. On arrival at the assembly area, they will report to the Head of Operations and confirm that their areas have been vacated. Should anyone refuse to evacuate for any reason, the Fire Wardens have been trained to leave them and to make a note of the names of any individuals refusing to leave.

The Senior Fire Warden will investigate the cause of the alarm, confirm the risk presented and ensure the Emergency Services are called as required. They will despatch a guide to the main entrance in order to direct the Emergency Services to the scene. Employing available Fire Wardens as required, they will ensure that all personnel are evacuated from buildings. When the risk level allows, they will silence the alarm, allow re-entry to buildings and record details of the alarm activation.

MTP

All staff complete Fire Awareness Training annually at the earliest practicable opportunity. All new members of staff and temporary employees are provided with induction training on how to raise the alarm and the available escape routes. In order to support fully, and at all times, pupils and colleagues, all staff have a duty to familiarise themselves with the School's Fire Instruction and Fire Assembly Points.

In the event of a fire alarm while teaching, staff will lead the evacuation of pupils to the assembly area for registration. The Fire Wardens (see Appendix 2) ensure that all personnel are evacuated from their areas safely and that all fire doors and windows are closed. On arrival at the assembly area, they will report to the Senior Fire Warden (Site Manager)/ Senior Deputy Head and confirm that their areas have been vacated. Staff are allocated a fire warden to report to in order to ensure everyone is accounted for.

The Site Manager will investigate the cause of the alarm, confirm the risk presented and ensure the Emergency Services are called as required (SLT will assist). SLT or the Site Manager will despatch a guide to the main entrance in order to direct the Emergency Services to the scene. Employing all available Fire Wardens as required, they will ensure that all personnel are evacuated from buildings. When the risk level allows, the Site Manager or Deputy will silence the alarm, allow re-entry to buildings and record details of the alarm activation.

Emergency Evacuation Notice

All new staff, pupils, contractors, and visitors are briefed on the following emergency evacuation procedures, which are outlined in more detail within the Emergency Procedures documentation in the Staff Handbook.

1. If you discover a fire, activate the nearest alarm point to set off the alarm. Leave the building by

designated area to the Head of Operations. At all other times, remain vigilant in the observation of fire safety procedures within their areas.

Teaching Staff - Accompany the form they are teaching to the assembly point on the Long Drive in an orderly fashion. Those not teaching should assist in maintaining good order.

Form Teacher - See that their forms line up in an orderly fashion at the designated assembly point on the Long Drive. They should check their Form for absentees and report any unaccounted-for pupils to Heads of Section. Form Teachers should NOT dismiss their pupils until specifically told to do so

SLT – Pastoral Deputy checks Y3-8 pupils, Assistant Head (Wellbeing) checks staff, HoPP checks Pre-Prep, the Site Maintenance Operative (Deputy Fire Warden) shadows Site Manager’s functions in the event of absence, Assistant Head (Academic) shadows any absent SLT member’s functions.

Fire Wardens – In the event of an alarm, to sweep their designated areas for any persons left in the buildings and to close windows and fire doors. Report status of their buildings directly to Senior Deputy Head At all other times, remain vigilant in the observation of fire safety procedures within their areas.

Teaching Staff - Accompany the Class they are teaching to Sport Field assembly point (beyond the memorial gardens).

Director of Music - Confirm safety of visiting music teachers.

Director of Sport - Confirm safety of visiting sports coaches.

School Office – Confirm safety of all maintenance contractors on site.

obstructed and that the emergency lights work. Any defects are reported to the School Business Manager and Senior Deputy Head, or relevant Fire Warden.

- The Site Team tests the fire alarm system from different call points (including The Manor) every week. Defects are recorded and repairs actioned by the Site Manager or SBM.
- The Site Manager, arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Quarterly professional checks on fire detection and warning equipment.
 - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
 - Records of the above checks are kept by the Site Manager.
- The Site Team conduct weekly checks on fire doors, automatic closures and emergency lights.
- The kitchen is fitted with heat alarms and 30-minute fire doors that close automatically when the fire alarms sound. An Ansul Fire Suppression system is installed above all high-risk catering equipment and tested every 6 months.
- Assembly points are included as Appendix 3 of this policy document.
- Fire Wardens are appointed for each school building. Please see Appendix 2.

Fire Drills and Fire Equipment

- Planned fire evacuation drills are carried out each term and these practices are recorded by the Site Manager in the Fire Log for both the MTP site and the Off-Site Nursery (Manor).
- The fire safety system on the Merchant Taylors' Prep site and Off-Site Nursery are checked weekly by the Site Manager and extinguishers professionally checked at the required interval. An appropriate Fire Log book is kept by the Site Manager.
- At the Merchant Taylors' Prep Nursery (Off-Site Nursery on Merchant Taylors' School Site) the MTS Buildings Manager is responsible for servicing/power testing and keeping the log book of these inspections.
- All safety systems are checked regularly to ensure correct operation, where necessary, e.g., emergency lighting, automated door closures and smoke alarms.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing is conducted by competent persons annually.
- Records of all tests are kept in the Maintenance Department at MTS and in the Site Manager's office at MTP.
- The relevant department heads and duty on site support staff check that all Science and DT

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Maintenance Department at MTS and in the Site Managers Office at MTP.
- Landlord's gas safety certificates are held for all staff accommodation (MTS).
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily by the Science Department to ensure that the central gas supply is turned off. At MTS and MTP, all laboratories and the D&T Building are protected by MEDEM units, which provide automatic shut-off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flameproof containers at the end of every day.
- At MTS, weapons and ammunition used by the CCF are kept in a locked, fire-resistant store that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant. Should a fire break out in the CCF Building, MOD guidance dictates that the building should be evacuated rather than any attempt made to fight the fire. Any people working within 25 metres of the CCF Building must be made aware of the increased risk arising through a fire.
- At MTS, the armoury and ammunition store can only be opened by authorised personnel when required.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings. At MTS, this is in the secure rubbish compound.
- At MTS and MTP, c

APPENDIX 2

Site Manager in charge of fire management	Mr Ashley Summers (Senior Fire Warden)	Mobile Phone: 07706309274
Deputy Fire Wardens	Mr Pietro Geremia	Mobile Phone: 07584498991
	Mr Graham Court	07932510409

Significant Area	Fire Warden	Contact No
The Francis Terry Building	Mrs Jane Stevens and Ms Debbie Smith	100 and 163
The School Kitchen	Mrs Sharon Groom	141 or 142
Prep department KS2 & KS3	Mr Andrew Crook, Mrs CarolineMc Manus and Mrs Lisa Waddell	107, 110 and 111
Sir Christopher Harding Building	Mr Danny Roach (Ground Floor)	

APPENDIX 3:

MARKINGS FOR ASSEMBLY ON THE LONG DRIVE FOLLOWING A FIRE ALARM Positions for September 2023

Manor of the Rose End

JRT	3.1	ACA	DMS	4.1	RS
	3.2	RYE		4.2	SMH
	3.3	MLK		4.3	MAF
	3.4	MWP		4.4	HMP
				4.5	BJW
	U3.1	RGH		4.6	EJL
	U3.2	KKP		4.7	ML
	U3.3	TMW		4.8	MSTH
	U3.4	SDW			

IMG	DIV 1	SCM	HJM	5.1	AQS
	DIV 2	DGR		5.2	EEND
	DIV 3	FBP		5.3	GAW
	DIV 4	AGK		5.4	TJL
	DIV 5	SJC		5.5	CMD
	DIV 6	ARC		5.6	RDA
	DIV 7	NCR		5.7	SBR
	DIV 8	ZLB		5.8	CJO

LVS	6.1	RPB	SKW	6.11	AM
	6.2	MIB		6.12	ASM
	6.3	MGHD + KEC		6.13	NCM
	6.4	EHG		6.14	ALM
	6.5	MWSH		6.15	MPP
	6.6	HCH		6.16	FAR
	6.7	SFH		6.17	GCS
	6.8	PAH + KNH		6.18	SNS
	6.9	AK + SNL		6.19	WYHT
	6.10	GNM + JPM		6.20	KRT

Moor Park Station End

Form Teachers should report absentees to the indicated Head/Assistant Head of Section.

SCHOOL

FIRE ASSEMBLY POINTS ON SCHOOL PLAYING FIELDS

