GATEWAY SCHOOL
GREAT MISSENDEN

Fire Safety and Prevention Policy

This policy applies to all pupils at Gateway School, including those in the Early Years Foundation Stage (EYFS)

New Policy created: July 2019

Reviewed: August 2026

Next review: August 2027

KEY STAFF FOR FIRE SAFETY AND PREVENTION

Headteacher/Principal:	**Jonathan Coke**
Chair of Health and Safety Committee:	**Iuliana Ancuta**
Lead Person for Fire Safety ("the competent person"):	**Iuliana Ancuta**
Fire Wardens/ Fire Marshals:	
Education Board	**Steven Wade, David Williams**

ADDRESS OF PREMISES

1 High Street, Great Missenden, HP16 9AA

Gateway School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

PERSONS AT RISK

During a typical working day there can be approximately 265 pupils and 50 staff on the school site.

FIRE RISK ASSESSMENT

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

i) Ignition Sources
ii) Combustible materials
iii) People at risk
iv) Adverse structural features

The School engages Chubb to undertake its Fire Risk Assessment (FRA).
This is undertaken every three years and also at any time when there is a significant change to the building or the way it is used.
In the interim years, an annual in-house review of the Fire Risk Assessment is conducted.
This is undertaken by the Operations Manager and the site caretaker.

Date of last external Fire Risk Assessment: 15/12/2025
Date of last in-house review of the FRA: 01/09/2026

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is to be determined by the Health and Safety Coordinator in order to respond immediately to any issues that may arise.

MANAGEMENT OF POTENTIAL FIRE HAZARDS

- Boilers, sparks from light switches and other electrical equipment: all boilers are gas fired and are serviced annually by Amersham Gas.
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls as possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment
- Kitchen staff ensure that chemicals used in the kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen and staff kitchenette are regularly checked.
- Science: electricity and gas services within the lab are regularly checked. A cut-off mains switch for both gas and electricity is installed in the science laboratory.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the School Finance and Operations Manager. Pupils are not allowed to use mobile telephone chargers in school. Chargers for laptops must first be PAT tested and certified before use. New items are tested at the end of their first year in use.
- Computers: Computers are in every classroom, the school office, the admin offices (cottage), the Head Teacher's office and SLT Office and in mobile units around school.
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The School Fire Officer/ Operations Manager liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

SUMMARY OF FIRE SAFETY RESOURCES

- There is a double battery back-up fire alarm system installed.
- There are:
  - 6 main fire escapes from the House block: 4 at the back, including two onto fire escape stairs, one at the side and one at the front;
  - 2 main fire escapes from the EYFS/ Preschool block;
  - 4 directly outdoor fire escapes from the T block;
  - 8 directly outdoor fire escape from the S block;
  - 6 main fire escapes from the N block, 5 directly outdoors and one at the back for the upper floor (Art and DT classrooms and IT Office);
  - 8 main fire escapes from the G block, 7 directly outdoors and 1 serving the peripatetic music teaching and the PE Office.
- Appropriate emergency lighting has been installed and is tested regularly internally and externally.
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers and fire blankets.

SUMMARY EVALUATION

- Overall responsibility for fire safety lies with the Headteacher, who delegates the leadership of action in relation to fire safety and prevention to the Finance and Operations Manager
- Average evacuation time in standard drills is 3 minutes and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time need to account for everyone at the roll call is 2 minutes.
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term.
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee **AT ANY TIME.**

DETAILED EVALUATION

1. The school premises are used for educational purposes only. Where the premises are let, the school should ensure that the leader/manager is given a copy of this policy and adheres to the detailed procedures.

2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

- Maintenance of fire extinguishers is undertaken 6 monthly by Chubb.
- Maintenance of the fire alarm system is undertaken annually by Chubb.
- Maintenance of emergency lighting is undertaken annually by Chubb
- Maintenance of fire detection equipment is undertaken 6 monthly by Chubb.

3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. Most of the school building blocks have classrooms with doors leading directly outside, except the House (see details above), where there is also a set of stairs leading down from the upper floor, used as fire escape route by 2 classrooms.

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.

5. There are fire alarms, and heat and smoke detectors on every floor. Checks are undertaken and recorded as detailed in 8 below.

6. Emergency lighting is in place for all floors and exits. These are checked half termly by the maintenance team. They are also checked visually with the weekly fire point tests. They are tested by Chubb twice a year.

7. There is a detailed **Fire Emergency Plan** for the building and a copy made easily available for firefighters.

8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located in the school office.

9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.

10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.

11. On occasion, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register at the school office/with breakfast club on arrival.
13. Alarm systems are linked across the whole school site; when a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated.
14. The fire alarm panels are situated in the School Office and the N block, under the stairs area, which will indicate the place of call point activation.
15. The fire brigade is NOT called automatically.
16. The lead fire officer/headteacher liaises with the emergency services when an incident occurs.
17. Information about access to the school is provided to the emergency services.
18. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

ARSON: THREE POINT ACTION PLAN

1. The School deters unauthorised entry onto the site by
- The installation of a robust fence and gates (operated by codes)
- The Installation of a robust front main door (operated by code)
- An intruder alarm system which is activated once the premises are vacated.
- Ensuring that all windows are closed and locked once the premises are vacated.
- Preventing unauthorised entry to the building by use of a video door entry system.

2. The School reduces the opportunity to start a fire by ensuring that
- Refuse containers are not accessible to the road
- All flammable materials are stored securely in locked fire cabinets

3. The School reduces the scope of fire damage and any losses and disruptions by
- Making sure all fire doors are closed
- Ensuring that any flammable materials are returned to locked cabinets after use.
- Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
- Ensuring that all data to secure the continued operation of the school is backed up and stored off site

MAINTENANCE AND ROUTINE TESTING

Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Site Caretaker trained as Fire Warden checks that the fire alarm panel indicates no faults

Weekly

- The Fire Officer ensures that the fire alarm is tested by using a different call point/zone each week on Wednesday at 8:43 and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

Monthly

- The Fire Officer ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

Bi-annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly by the provider Chubb

Annually

- All fire-fighting equipment is checked annually by the provider Chubb
- Portable electrical equipment is inspected annually and PAT tested by a qualified person.
- All gas boilers are inspected annually by a Corgi registered plumber. The inspection will include the cut-off switch and the Bunsen burners. These switches are located in the Science Laboratory and the kitchen.

Five Yearly

- Mains electrical installation will be inspected every five years by a Registered electrician

ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION

Role of Fire Marshals:

- On hearing the fire alarm, if relevant, each floor/building marshal will check that the floor is evacuated and, **without taking any risks**, ensure that the doors and windows are all closed. He/ she will then report to the Senior Fire Marshal that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- **The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.**
- Report to the person in charge of any person known to be remaining in the building.
- If the fire marshal is also a form tutor, he/she should then follow the procedure outlined below.

Role of Form Tutors:

- Registers are to be taken by form tutors or classes are to be registered by the member of staff teaching them at the time (or explain any similar arrangements, ensuring that there is a clear plan to cover situations when, for example, the form tutor is a part-time teacher or may be

off-site coaching games or at a sports fixture). Class lists will be provided by the front office staff at the roll call point.

- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils.
- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.

Role of teaching staff who do not have a tutor group:

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose form teacher is not present (see below).
- Assist in ensuring that all pupils proceed quietly to their Form Tutors and remain in a quiet and orderly manner until instructed to disperse.
- **It is important not to allow pupils to mix into other groups or in any other way become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.**
- In the event of any staff absences, you may be asked by members of the front office to act on behalf of a particular tutor. If so, you should place yourself in a prominent position and verbally call out for that member of staff's tutor group. Then follow the steps outlined above ("Role of Form Tutors").

Role of members of the front office

- To ensure that the tutor folders issued to staff in the event of an emergency are kept up to date. These folders should contain the following:
    - A list of each member of that particular class/tutor group
    - Information of whether each pupil should be present in the building
    - Contact phone number
- The information in the folder should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each tutor group that states which pupil is **not** timetabled to be in the building during each timetabled lesson.
- If the evacuation is not a drill, dial 999 and call the fire brigade and, if necessary, other emergency services.
- To ensure that a current list of pupils who are registered absent from School at the time of the evacuation is handed to the person in charge.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.

- To ensure that in the event of any tutor being absent from College, the tutor's folder is handed to a member of staff without tutor responsibilities, ideally on exiting the building. If no such person is available, the information should be handed to a member of staff who can double up and register two classes.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

Role of Person in charge at the roll call point

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location/ type/ adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff.
- Liaise with the fire brigade on its arrival.

APPENDIX 1: FIRE PROCEDURES

PROCEDURES IN THE EVENT OF A FIRE

Assembly point: **Upper and lower** tennis courts at the back of the school buildings.

On discovering a fire

- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel. The fire alarm call points are located in corridors, next to the main exits from the building and in most of the classrooms, next to the main door.
- Instruct all pupils in your class and nearby to evacuate the building immediately – without collecting personal belongings or making use of mobile phones. Guide the children to the assembly point for roll call.
- Close windows and doors behind you if possible.
- If it is possible without placing yourself at risk, tackle the fire using the fire extinguishers which are situated on each floor. **Do not attempt to fight the fire unless you have been trained to do so.**
- Do not return to the place of fire.

On hearing the alarm

- Instruct all pupils in your class to evacuate the building immediately and calmly – without packing up personal belongings. Tell the pupils in your class to cease what they are doing and to proceed immediately and calmly to the assembly point where they are to register with their form tutors.
- Close all windows and doors in the room where you are situated, ensure that all your pupils have left the building, then leave yourself.
- Ensure any visitors accompany you to the Assembly Point.
- **Ensure that all pupils at the assembly point remain in their designated groups in a quiet and orderly manner.**

APPENDIX 2: SAMPLE LOG OF FIRE EVACUATIONS

Date	Reason (eg drill, false alarm, fire)	Time of day	Time taken		Comments on any issues arising	How and when issues were addressed
			to evacuate	To account for everyone		