

Merchant Taylors' School

FIRE SAFETY POLICY

Policy Custodian: Bursar

Approving Body: Health & Safety Committee

Approved: November 2024

(This policy is shared with)

Part 1: Introduction

At Merchant Taylors' School (MTS) and Merchant Taylors' Prep School (MTP), our priority is to minimise risk to life and reduce potential injuries by maintaining the physical fire s761 g55.2 675q0.000008871 0

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 note 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 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. 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 during lessons, staff

6. At MTS, report anyone who is waiting to be evacuated from a designated refuge, or who is missing, immediately to the Head of Section, who will then inform the Senior Fire Warden. The Senior Fire Warden will then inform the Emergency Services. On no account should anyone return to any building until given permission to do so by the Fire and Emergency Services or the Senior Fire Warden.
7. At MTP, report anyone who is missing, immediately to the Senior Deputy Head potentially via Head of House or Assistant Head (Wellbeing) and/or the Senior Fire Warden, who will then inform the Emergency Services.
8. At MTP Form Teachers are to remain at the assembly point with their pupils until a member of SLT gives the 'all clear'.

are briefed on directions to the assembly area. At MTP, visitors and contractors to the premises are made aware of fire procedures, as appropriate. As briefed in the following 'Summary of Responsibilities' section, MTS/MTP staff are responsible for the welfare and safety of their visitors at all times while on site.

At MTS, when large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief safety announcement is made advising them of the location of the emergency exits and relevant evacuation point/s that they must utilise in the event of the alarms sounding. At MTP, staff are aware of standard emergency fire evacuation procedures and will assist. All major events are covered by separate risk assessments.

Staff, Pupils or Visitors with Restricted Mobility

Bespoke arrangements, or Personal Emergency evacuations Plans (PEEPs), are made for any pupils, staff and visitors with restricted mobility, who may be unable to follow the standard evacuation procedures. Their nominated escorts will be responsible for their safe evacuation.

At MTS, designated School Porters are trained in the use of Evac-Chairs. These chairs are located on the upper landings of school staircases. At MTP, the Site Manager and the relevant carer for an individual are fully trained in the evacuation procedures for each building.

In addition, at MTS, designated safe refuge points are installed across the School, with signs advising of their location. When the fire alarm is sounded, it is the responsibility of the carer of a person with limited and/or restricted mobility to take him or her to the refuge point and to wait for rescue by the Emergency Services.

Summary of Responsibilities

MTS

Senior Fire Warden (Second Master at MTS) – Coordinate the safe evacuation of teaching staff and pupils. Authorise return to the School buildings.

Heads of Section – Distribute form lists to form teachers, request reserve form teachers from Deputy Head (Academic), collect in form lists, report unaccounted for pupils to the Senior Fire Warden. Dismiss their sections from form when instructed to do so by the Deputy Head (Pastoral) and Deputy Head (Co-Curricular).

Deputy Head (Academic) – Confirm safety of non-form teachers, allocate reserve form teachers as required.

Deputy Head/Deputy Head the alarms sounding.

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 by their Head of Section.

Non-Form Teachers - Report to the Senior Deputy Head (Academic) for further tasking (after they have evacuated their class and handed over to form teachers at the assembly point).

- 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

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 and MTP, combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flameproof cupboards or in external storage as required.

Letting or Hiring the School (MTS)

The standard contractual terms for lettings covers fire safety and hirers are required to sign to confirm that they have read and understood the fire safety procedures relevant to their area of use. At least one member of the on-site support staff is on call when school facilities are in use. All lettings

APPENDIX 1

Support Staff Fire Wardens

MTS FIRE WARDENS 2024/25

Ser	Zone	Fire Warden
1	Head Master's Corridor	Gregg McCann
2	Reception/Careers/Undercroft	Bernie Annan
3	Bursar's Corridor	Dan Fennell
4	Dining Hall Corridor (inc. SGH Room)	Nick Latham
5	Design Centre	Andrew Lansdell/Matthew Carlon
6	South Corridor Ground Floor	Kadi Lill
7	South Corridor First Floor & Great Hall	Darren Drew
8	North Corridor Ground Floor	Kelly Chamberlain
9	North Corridor First Floor	Richard Dixon
10	Dining Hall and Kitchen Areas (inc. Lun)	Dave Fayer
11	Drama Department Including Drama Studio	Savio Gimmi
12	Sports Hall Areas & Swimming Pool	Paul Wiggins
13	History Block	
14	Geography Block (Inc Medical Centre)	Paul Roberts
15	OMT Building	Maria Tripe
16	Maintenance Area	John Harper
17	CCF Block	Michael Anderson
18	Music Department	Samuel Hill
19	Biology Ground Floor	Judith Maguire
20	Biology First Floor	Judith Maguire
21	MFL Ground Floor	
22	MFL 1 st Floor	
23	Classics	
24	Art Department & Lecture Theatre	Catherine Phillips / Kelly Sharrock
25	The Manor Nursery	Gemma Ladbury
26	Grounds Department	Oliver Burden
27	Tolpits House (Monthly Checklist not Required)	Michael Shirley
28	Manor of the Rose (Monthly Checklist not Required)	Michael Anderson
29	HM Annexe (Monthly Checklist not Required)	Gemma Solomons
30	Print Department	Steve Wright
31	Julian Hill Cricket Centre	Kevin Haigh
32	Cricket Pavilions – OMT and School	Gareth Southam

APPENDIX 2

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

Significant Area	Fire Warden	Contact No
The Francis Terry Building	Mrs Jane Stevens and Ms Laura Bury	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)	113
	Mr Jonathan Greenish (Ground Floor)	114
	Mrs Maria Smith (Upper floor)	119
New Barn Theatre	Mr Spencer Hinton	123
Music School/Block	Mr Nicholas Stuart	125
Accounts Building	Mr Jon Cho Yee	104
Centenary Building	Ms Rebecca Levy	111
Pre-Prep department EYFS & KS1	Mrs Colette Quinlivan & Mrs Patricia Steed	168 and 135
Sports Hall & Changing Room	Mr Dominic Todd & Mr Jack Denham	133

Significant Area	Fire Warden	Contact Number
Merchant Taylors' Pre-Prep Dept. (Located on MTS grounds)	Miss Sharon Thompson and Mrs Gemma Ladbury	01923 845 990 01923 845 991



APPENDIX 3:

**MARKINGS FOR ASSEMBLY ON THE LONG DRIVE FOLLOWING A FIRE ALARM
Positions for September 2024**

SCHOOL

FIRE ASSEMBLY POINTS ON SCHOOL PLAYING FIELDS

