



**ST EDMUND'S
SCHOOL**
CANTERBURY



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WHOLE SCHOOL FIRE SAFETY AND EVACUATION POLICY

Policy Owner:	Bursar
Responsible Person:	Estates and Health and Safety Manager
Applies to:	Whole School, including EYFS, Junior School, Senior School, Boarding, Business Services, Visitors, Contractors and Lettings

Signed

Reviewed: September 2026

Next review: September 2027, or earlier if required



1. Purpose of this Policy

St Edmund's School is committed to ensuring, so far as is reasonably practicable, the safety of pupils, staff, visitors, contractors, boarders and all other persons lawfully on site in the event of fire or other emergency requiring evacuation.

This policy sets out the School's arrangements for:

- preventing fire;
- maintaining safe escape routes;
- responding to the activation of a fire alarm;
- evacuating buildings safely;
- accounting for all persons on site;
- supporting pupils, staff and visitors with additional needs;
- identifying key roles and responsibilities;
- recording, testing and reviewing evacuation arrangements;
- ensuring that lessons are learned following drills, activations and incidents.

The core instruction in the event of a fire or fire alarm activation is:

GET OUT AND STAY OUT

No person must re-enter a building until formally authorised to do so by the Incident Controller or the Fire and Rescue Service.

2. Legal and Regulatory Framework

This policy has regard to relevant legislation, standards and guidance, including:

- The Regulatory Reform (Fire Safety) Order 2005, as amended;
- The Fire Safety Act 2021, where applicable;
- The Building Safety Act 2022, including amendments affecting fire safety duties;
- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Education (Independent School Standards) Regulations 2014, as amended;
- National Minimum Standards for Boarding Schools, May 2026, including Standard 10;

current EYFS statutory framework for group and school-based providers;

Home Office Fire Safety Risk Assessment: Educational Premises;

Home Office Fire Safety Risk Assessment: Sleeping Accommodation, for boarding and other sleeping accommodation;

appropriate British Standards and sector guidance where adopted through the School's fire risk assessments and compliance arrangements.



The School recognises that the Governing Body and senior leaders have duties to ensure effective fire safety management across the whole site.

3. Scope

This policy applies to all buildings, facilities and areas of the St Edmund's School site, including:

- Senior School;
- Junior School and EYFS;
- Boarding houses and residential areas;
- Chapel, sports, music, drama, catering and specialist teaching areas;
- offices and business services areas;
- estates workshops and maintenance areas;
- temporary structures, marquees or event spaces;
- hired or let facilities;
- external areas forming part of evacuation routes, access routes or muster points.

Separate local procedures may be required for specific high-risk areas, boarding arrangements, out-of-hours activity, events or lettings, but these must be consistent with this policy.

4. Fire Safety Management Structure

The School operates a role-based fire safety structure. Named individuals are not included in the body of this policy so that the policy remains current. Current postholders, fire wardens, sweep zones and specific roll-call responsibilities are listed in the appendices and must be reviewed regularly.

4.1. Responsible Person

The School's Governing Body, acting through the legal entity that employs staff and controls the premises, is the Responsible Person for the purposes of the Regulatory Reform (Fire Safety) Order 2005, insofar as those duties apply to it. The Governing Body delegates day-to-day executive oversight to the Bursar. This delegation does not displace or transfer the legal duties of the Responsible Person.

Other persons or organisations may also have duties where they control any part of the premises or have contractual responsibility for maintenance, repair or fire safety measures. The School will cooperate and coordinate with every other Responsible Person or dutyholder and exchange relevant fire safety information.

- fire risk assessments are completed, reviewed and acted upon;
- appropriate resources are allocated to fire safety;
- suitable fire safety systems, procedures and records are maintained;
- competent persons are appointed to support fire safety compliance;



- fire safety is monitored through the School's governance and health and safety arrangements.

4.2. Fire Safety Manager / Operational Lead

The Fire Safety Manager / Operational Lead is responsible for the day-to-day coordination of fire safety arrangements.

This includes ensuring that:

- this policy is reviewed and updated;
- fire drills are planned, carried out and recorded;
- fire alarm tests are completed and logged;
- fire risk assessment actions are tracked;
- fire doors, escape routes, emergency lighting, fire extinguishers and alarm systems are maintained;
- contractors are managed appropriately;
- staff receive appropriate fire safety information and training;
- PEEPs are in place where required;
- records are retained and available for audit, inspection and governor assurance.

4.3. Incident Controller

The Incident Controller is the person responsible for coordinating the School's response during a fire alarm activation, drill or emergency evacuation.

The Incident Controller will normally be a senior member of staff identified within the School's emergency arrangements. The current role holders and deputies are listed in Appendix A.

The Incident Controller is responsible for:

- establishing the Fire Control Point;
- receiving reports from fire wardens and roll-call leads;
- confirming whether all persons are accounted for;
- liaising with the Fire and Rescue Service;
- deciding, where appropriate, when the site or buildings may be reoccupied;
- ensuring that any issues arising are recorded and followed up.

4.4. Fire Wardens

Fire Wardens are trained members of staff appointed to assist in the evacuation process.

Their role may include:

- encouraging immediate evacuation;
- checking designated areas where safe to do so;
- reporting to the Incident Controller;
- confirming whether their area is clear, not clear, or unable to be checked;



- identifying hazards, blocked routes, alarm faults or procedural issues;
- supporting drills and post-incident reviews.

Fire Wardens must not place themselves at risk and must not delay their own evacuation.

Named Fire Wardens, deputies, areas of responsibility and sweep zones are listed in Appendix A.

4.5. Roll-Call Leads

Roll-Call Leads are responsible for accounting for specific groups of pupils, staff, visitors or contractors at the designated muster point.

Roll-call arrangements are set out in Appendix B and include:

- Senior School pupils;
- Junior School pupils, including EYFS;
- academic staff;
- business services staff;
- catering staff;
- medical centre staff;
- visitors and contractors;
- boarding pupils during out-of-hours evacuations.

5. Fire Alarm Systems

The School has fire detection and alarm systems across the site.

In the event of an actual fire or confirmed emergency, the Incident Controller, Fire Safety Manager, or delegated staff must ensure that appropriate wider-site evacuation arrangements are initiated.

The School's fire alarm systems do not automatically summon the Fire and Rescue Service. A 999 call must therefore be made immediately where there is a confirmed fire, suspected fire, smell of burning, visible smoke, or where the cause of an alarm activation cannot be quickly and safely confirmed.

The School has multiple fire alarm panels across the site linked to one system. Staff with fire safety responsibilities must be familiar with the location of relevant panels, reset arrangements, and any areas not covered by linked systems.

During an actual fire, suspected fire, or full-site evacuation, it must not be assumed that a single alarm panel will activate all areas of the site. The Incident Controller or delegated Estates staff must ensure that any additional systems are activated where wider evacuation is required.

The School will maintain clear procedures for:

Only trained and authorised persons may silence or reset a fire alarm panel. An alarm must not be reset merely to stop the sound. Its cause must first be established, the Incident



Controller informed and, where appropriate, the Fire and Rescue Service consulted. Any impairment of detection or alarm systems must be risk assessed immediately and suitable temporary measures introduced, including specific protection for boarding accommodation.

- weekly fire alarm testing;
- call point rotation;
- recording tests and defects;
- contractor servicing;
- identifying faults;
- escalating urgent remedial works;
- ensuring staff know how to raise the alarm.

6. Action on Hearing the Fire Alarm

On hearing the fire alarm, all persons must evacuate immediately by the nearest safe exit.

Staff, pupils, visitors and contractors must:

- stop work or activity immediately;
- leave the building by the nearest safe route;
- walk, not run;
- close doors and windows behind them where safe to do so;
- not stop to collect personal belongings;
- not use lifts;
- not return to the building;
- proceed directly to the designated muster point;
- remain at the muster point until further instruction is given;
- follow instructions from Fire Wardens, teaching staff, the Incident Controller or emergency services.

Teaching staff are responsible for ensuring that pupils in their care evacuate promptly, calmly and safely.

Pupils must follow staff instructions at all times.

Visitors and contractors must be escorted or directed to the appropriate muster point and accounted for.

7. Action on Discovering a Fire

Any person discovering a fire must:

1. raise the alarm immediately by activating the nearest manual call point;
2. leave the building by the nearest safe exit;
3. report the location and nature of the fire to a member of staff, Fire Warden or the Incident Controller;
4. proceed to the muster point;



5. remain available to provide information if requested.

No person should attempt to fight a fire unless:

- they have been trained;
- it is safe to do so;
- the fire is small and contained;
- they have a clear escape route;
- doing so does not delay evacuation.

The priority is always evacuation and preservation of life.

8. Calling the Fire and Rescue Service

Activation of the School's fire alarm does not automatically summon the Fire and Rescue Service.

Any person discovering a fire must activate the alarm and call 999 as soon as they are in a place of safety, unless they have direct confirmation that another person has already made the call. During an alarm activation of unknown cause, the nominated emergency caller must call 999 without waiting for a sweep, investigation or roll call to be completed.

The Fire and Rescue Service must be called immediately where:

- there is visible fire, smoke or smell of burning;
- a fire has been reported;
- an alarm activation cannot quickly be confirmed as false;
- there is any doubt about the cause of the alarm;
- an evacuation is underway and the cause is unknown;
- the Incident Controller determines that emergency assistance is required.

During normal school hours, the designated person at the Fire Control Point will ensure that the Fire and Rescue Service is called.

Outside normal school hours, boarding, residential, events or duty staff must follow the relevant out-of-hours procedure and ensure that the Fire and Rescue Service is called where required.

When calling the Fire and Rescue Service, the caller should provide:

- the School name and address;
- the building or area affected;
- the location of the fire alarm panel, where relevant;
- whether all persons are accounted for;
- known hazards, including gas, chemicals, kitchens, workshops, plant rooms or boarding accommodation;
- the best access point for emergency vehicles.



9. False Alarms and Unwanted Fire Signals

All fire alarm activations must be treated as genuine until confirmed otherwise.

Where an activation is found to be a false alarm or unwanted fire signal, the cause must be investigated and recorded. This should include:

- the date, time and location of activation;
- the system or panel activated;
- the detector, call point or zone involved;
- the suspected or confirmed cause;
- whether evacuation took place;
- any contractor attendance required;
- any remedial action taken;
- any pattern or repeat issue identified.

Repeated false alarms must be reviewed by the Fire Safety Manager / Operational Lead and escalated where necessary, particularly where they indicate system failure, poor practice, contractor issue, malicious activation or environmental cause.

10. Muster Points

The School has designated muster points for different areas and groups. These are set out in Appendix B and must be displayed clearly in staff guidance and fire action notices where appropriate.

Current muster arrangements include separate provision for:

- Senior School pupils;
- Junior School pupils, including EYFS;
- academic staff;
- business services staff;
- visitors and contractors;
- catering staff;
- boarding pupils during out-of-hours evacuations.

Muster points must be:

- clearly understood by staff and pupils;
- kept free from obstruction;
- suitable for the number and age of pupils;
- located away from buildings and emergency access routes;
- reviewed following drills or site changes.

11. Roll Call and Accounting for Persons

A robust roll-call system is essential to confirm that all pupils, staff, visitors and contractors are accounted for.



The School will maintain up-to-date fire lists, registers or electronic systems for:

- pupils;
- staff;
- visitors;
- contractors;
- catering staff;
- peripatetic staff;
- boarding pupils;
- any other persons on site.

Roll-call leads must complete their checks promptly and report the outcome to the Incident Controller.

Reports must clearly state one of the following:

- all persons accounted for;
- named person or persons unaccounted for;
- list incomplete or not available;
- area not checked;
- additional information requiring escalation.

Any missing person must be reported immediately to the Incident Controller, who will coordinate further checks and inform the Fire and Rescue Service where appropriate.

Staff leaving the site during the school day must follow local sign-out procedures so that records remain accurate in the event of an evacuation.

12. Fire Control Point

The Fire Control Point will normally be located at a pre-identified safe location, unless it is unsafe or inaccessible. A secondary point is identified if the primary Fire Control Point is unsafe. Details are included within appendix B.

The Fire Control Point should hold or have access to:

- pupil fire lists;
- staff fire lists;
- visitor and contractor information;
- emergency contact information;
- site plans;
- fire alarm panel information;
- details of PEEPs;
- fire warden and sweep-zone information;
- radios or communication equipment where available;
- drill recording forms.

The Fire Control Point will be coordinated by the Incident Controller or nominated deputy.



13. Fire Wardens and Sweeping Arrangements

Fire Wardens may be allocated to sweep specific areas, provided it is safe to do so.

A sweep is a limited visual and verbal check undertaken while evacuating. It is not a search. Fire Wardens must not enter smoke, open a door where fire or smoke is suspected, move towards danger, delay their own evacuation or re-enter a building. Any area that cannot be checked must be reported immediately.

Particular attention should be given, where safe, to toilets, changing areas, music practice rooms, offices, small group rooms, learning support rooms, medical areas, staff rooms and any other spaces where individuals may be alone or less likely to hear instructions.

Fire Wardens should check, where safe:

- classrooms;
- offices;
- toilets;
- communal spaces;
- corridors;
- nearby rooms;
- accessible refuges where relevant;
- known high-risk or isolated areas.

Fire Wardens must report to the Incident Controller whether:

- the area is clear;
- the area is not clear;
- someone requires assistance;
- the area could not be checked;
- there was smoke, fire or another hazard;
- routes were obstructed;
- doors, alarms or emergency lighting did not operate as expected.

Named wardens, deputies and sweep zones are listed in Appendix A.

14. Boarding and Out-of-Hours Evacuations

Boarding evacuations and out-of-hours arrangements must be covered by specific procedures consistent with this policy.

The linked boarding procedure must identify who is in charge of each boarding house at night; the emergency caller and deputy; reduced-staffing and sleeping-time arrangements; temporary boarders and guests; access to registers if electronic systems fail; pupils away on authorised absence; assistance for anyone who may not hear or respond to the alarm; severe-weather shelter; and contingency accommodation where re-entry is not possible.

Boarding procedures must include:



- night-time evacuation arrangements;
- boarding muster points;
- accounting for boarders, residential staff and guests;
- duty staff responsibilities;
- arrangements for calling the Fire and Rescue Service;
- access to registers and emergency contacts;
- arrangements for pupils requiring additional support;
- arrangements during weekends, holidays and school closure periods.

Boarding fire practices must be carried out and recorded at the frequency required by the current National Minimum Standards for Boarding Schools and the boarding fire risk assessment. They must include drills during normal sleeping hours and test the effectiveness of reduced-staffing arrangements.

15. Visitors, Contractors and Lettings

15.1. Visitors

All visitors must sign in on arrival and receive basic fire evacuation information.

Staff hosting visitors are responsible for ensuring that their visitors:

- understand what to do if the fire alarm sounds;
- evacuate promptly;
- proceed to the correct muster point;
- are accounted for.

15.2. Contractors

Contractors must sign in and be informed of the School's fire evacuation arrangements.

Contractors undertaking works must not obstruct escape routes, fire exits, fire doors, alarm call points, emergency lighting, firefighting equipment or emergency vehicle access routes.

Hot works or higher-risk works must only be undertaken under suitable permit-to-work arrangements and risk assessment.

15.3. Lettings and Events

Where School buildings or facilities are hired or used for events, the person responsible for the event must ensure that:

- evacuation arrangements are communicated before or at the start of the event;
- fire exits and routes are identified;
- attendance numbers are managed;
- visitors know where to assemble;
- emergency access is maintained;
- any specific event risk assessment includes fire evacuation arrangements.



16. Pupils, Staff and Visitors Requiring Assistance

EYFS evacuation arrangements must reflect the age, mobility, understanding and dependency of the children present. Staffing plans must ensure that all children, including sleeping children and those requiring physical assistance, can be evacuated without delay. Suitable evacuation aids, access to registers, medication and emergency contacts, and an alternative sheltered place of safety must be identified where required by risk assessment.

The School will ensure that reasonable arrangements are in place for pupils, staff and visitors who may need assistance to evacuate safely.

This may include:

- Personal Emergency Evacuation Plans, known as PEEPs;
- temporary evacuation plans following injury or illness;
- buddy arrangements;
- use of evacuation aids where appropriate;
- designated refuges where suitable;
- individual risk assessment;
- additional staff support.

PEEPs must not rely on the Fire and Rescue Service as the primary means of evacuation. They must be prepared promptly when a need is identified, include temporary needs such as injury or illness, identify trained assistants and suitable aids, cover all relevant locations and activities, and be reviewed after drills or any change in need or location. A refuge is not a final place of safety and must have a managed onward-evacuation arrangement.

Heads of section, boarding staff, HR, medical staff, the SENCO or learning support team, and the Fire Safety Manager should work together to ensure that relevant information is current and shared appropriately with those who need to know.

17. Fire Doors and Fire Compartmentation

Fire doors are essential to prevent the spread of fire and smoke and to protect escape routes.

Fire doors must:

- be kept closed unless fitted with an approved automatic hold-open device linked to the fire alarm;
- not be wedged, propped or held open by unauthorised means;
- close properly onto the latch;
- have suitable seals and hinges;
- be reported if damaged or defective.

The School recognises the importance of embedding a culture where fire doors are respected and not propped open. Staff must challenge and report unsafe practice.



Where automatic door guards or hold-open devices are fitted, they must be maintained, tested and used correctly.

18. Fire Exits and Escape Routes

Fire exits and escape routes must be kept clear at all times.

Staff must not allow:

- furniture;
- bags;
- deliveries;
- equipment;
- displays;
- waste;
- temporary storage;
- contractors' materials;

to obstruct escape routes, stairways, corridors, fire exits, alarm call points or firefighting equipment.

Fire exit signage must be clear, visible and maintained.

Staff must familiarise themselves with alternative exits, as the normal entrance to a building may not be the safest escape route.

19. Firefighting Equipment

Fire extinguishers and other firefighting equipment are provided across the School.

They must be:

- correctly located;
- unobstructed;
- wall-mounted or securely positioned;
- inspected regularly;
- serviced by a competent contractor;
- reported if missing, discharged, damaged or tampered with.

Staff and pupils must not tamper with fire extinguishers or other fire safety equipment.

20. Fire Alarm Testing, Servicing and Records

The School will test fire alarms weekly and maintain suitable records.

Weekly testing should include:

- use of different call points on a rotational basis;
- recording of the building or system tested;
- recording of the call point used;



- confirmation that the alarm sounded;
- recording any defect or failure;
- escalation of faults to the Estates and Health and Safety Manager.

Professional servicing and inspection must be undertaken by competent contractors at appropriate intervals.

Records must be retained for inspection, audit and governor assurance.

21. Fire Drills

Fire drills are used to test the effectiveness of evacuation procedures, staff response, pupil behaviour, alarm audibility, roll-call arrangements and communication.

Fire drills must:

- be carried out at least termly;
- include different times of day where appropriate;
- include boarding-time drills;
- include Junior School and EYFS, Senior School and Business Services arrangements;
- be recorded;
- identify lessons learned;
- result in actions being tracked to completion.

Drills may include safe simulations of blocked exits, unavailable routes or missing-person checks to test resilience. Exercises must not place anyone at risk or create avoidable confusion with a real fire.

A fire drill record should include:

- date and time;
- buildings or systems involved;
- weather conditions, where relevant;
- time taken to evacuate;
- time taken to complete roll call;
- any persons unaccounted for;
- alarm or system issues;
- fire warden reports;
- learning points;
- actions required;
- person responsible;
- completion date.

A pre-drill checklist and post-drill review template are included in Appendix D.

22. Fire Safety Training and Induction

All new staff must receive fire safety information as part of induction.



Training and induction should cover:

- action on hearing the alarm;
- action on discovering a fire;
- evacuation routes and muster points;
- fire doors and escape routes;
- visitor and pupil responsibilities;
- arrangements for people requiring assistance;
- reporting defects or concerns;
- role-specific duties where applicable.

Pupils must receive age-appropriate fire safety information, including evacuation expectations and muster points.

Boarders must receive specific boarding fire safety induction.

Fire Wardens and staff with specific evacuation responsibilities must receive additional role-specific training and refresher training.

23. Fire Prevention

The School will take reasonable precautions to reduce the likelihood of fire.

This includes arrangements for:

- electrical safety;
- gas safety;
- safe use of kitchens and catering areas;
- control of flammable substances;
- safe storage of combustible materials;
- good housekeeping;
- waste management;
- no smoking on site;
- management of contractors;
- control of hot works;
- inspection of plant rooms, workshops and higher-risk areas;
- maintenance of emergency lighting and fire detection systems.

All staff have a responsibility to report fire hazards promptly.

Lithium-ion batteries and charging equipment must only be used and stored in accordance with School procedures. Charging must not take place in escape routes or where a battery fire could compromise evacuation. Damaged, swollen, overheated or recalled batteries must be taken out of use and reported immediately. Privately owned e-bikes and e-scooters must not be charged or stored inside School buildings unless expressly authorised under a suitable risk assessment.



Arson-prevention controls must include secure management of external waste and bins, suitable access control for roofs, plant rooms and isolated areas, prompt investigation of malicious alarm activations, and consideration of deliberate fire-setting within relevant risk assessments.

All staff are expected to take immediate action where they identify unsafe fire practice. This includes removing minor obstructions where safe to do so, closing fire doors that have been left open, challenging the use of door wedges or unauthorised hold-open devices, and reporting defects or repeated poor practice to Estates.

24. Electrical Safety

Electrical systems and equipment must be maintained in a safe condition.

The School will ensure that:

- fixed electrical installations are inspected and tested by competent contractors;
- portable appliance testing is carried out as required;
- defective equipment is removed from use;
- extension leads are not overloaded;
- electrical cupboards and plant rooms are not used for inappropriate storage;
- equipment is switched off where required at the end of use.

Staff must report damaged plugs, cables, sockets, overheating equipment or unsafe electrical practice immediately.

25. Gas Safety, Kitchens and Plant Rooms

Gas appliances and plant must be maintained by competent contractors.

Plant rooms, boiler rooms and kitchen areas must be kept clear of inappropriate storage and combustible materials.

Catering and relevant technical staff must ensure that equipment is switched off, isolated or left in a safe condition at the end of use, according to local procedures.

26. Waste, Combustible Materials and Storage

Waste and combustible materials must be managed to reduce fire risk.

The School will ensure that:

- waste is removed regularly;
- rubbish is not allowed to accumulate in buildings;
- external bins and skips are positioned safely where practicable;
- flammable materials are stored securely;
- corridors, stairways and escape routes are not used for storage;
- displays and decorations do not compromise escape routes or fire safety systems.



27. Emergency Vehicle Access

Emergency access routes must be kept clear at all times.

Staff, visitors, contractors and event organisers must ensure that vehicles are parked only in designated areas and do not obstruct:

- fire appliance access;
- gates;
- entrances;
- hydrants;
- emergency routes;
- assembly areas.

28. Fire Risk Assessments

The School will maintain suitable and sufficient fire risk assessments for its premises.

Fire risk assessments must identify:

- fire hazards;
- persons at risk;
- measures to eliminate, reduce or control risk;
- fire detection and warning arrangements;
- escape routes and exits;
- firefighting equipment;
- emergency lighting;
- arrangements for vulnerable persons;
- management arrangements;
- actions required.

Fire risk assessments must be reviewed:

- at least annually;
- after significant building works;
- after changes in use or occupancy;
- following a fire, near miss or significant alarm activation;
- where a drill identifies a serious weakness;
- where legislation, guidance or school operations change.

Actions arising from fire risk assessments must be recorded, prioritised and tracked.

The School will record completed fire risk assessments and fire safety arrangements in full, together with the identity of the competent person or organisation undertaking or reviewing each assessment. Relevant findings will be shared with other Responsible Persons and dutyholders where premises or responsibilities are shared.



29. Communication During an Evacuation

The School will maintain clear arrangements for communication during an evacuation.

Communication may include:

- radios;
- mobile phones;
- runners;
- direct reporting to the Fire Control Point;
- fire warden reports;
- roll-call returns;
- liaison with emergency services.

The Incident Controller must receive clear, concise and timely information.

No member of staff should give an "all clear" unless authorised to do so by the Incident Controller or emergency services.

30. Reoccupation of Buildings

No person may re-enter a building until permission has been given.

The decision to reoccupy will be made by the Incident Controller only where it is safe to do so, or by the Fire and Rescue Service where they are in attendance.

Before reoccupation, consideration must be given to:

- cause of alarm activation;
- confirmation of false alarm where applicable;
- whether the alarm system has been reset;
- whether any area remains unsafe;
- whether further investigation is needed;
- whether pupils should be relocated;
- whether parents, guardians or external agencies need to be informed.

31. Recording and Review

All fire alarm activations, drills and fire-related incidents must be recorded.

Records should include:

- date and time;
- location;
- cause, where known;
- response;
- evacuation performance;
- roll-call outcome;
- issues identified;
- actions required;



- person responsible;
- completion status.

The Fire Safety Manager / Operational Lead will review records and report significant issues through the School's health and safety and governance structures.

32. Monitoring and Governance

Fire safety will be monitored through:

- regular operational checks;
- fire alarm testing records;
- fire drill records;
- fire risk assessment action plans;
- contractor servicing reports;
- Health and Safety Committee reporting;
- governor oversight;
- staff training records;
- accident, incident and near-miss reporting;
- estates compliance reporting.

This policy will be reviewed annually, or sooner if required.



Appendix A

Incident Roles and Fire Wardens

This appendix must be reviewed at least termly and whenever staffing changes occur.

Role / Area	Named Person	Deputy	Area / Sweep Zone	Report To
Incident Controller	Bursar	Head	Fire Control Point	N/A
Deputy Incident Controller	Head of Boarding	Operations Manager	Fire Control Point	Incident Controller
Fire Safety Manager / Operational Lead	Estates and Health and Safety Manager	Estates Operative	Whole Site	Incident Controller
Senior School Pupil absence checker	Deputy Head Pastoral	DSL	Fire Control Point	Incident Controller
Senior School Fire Warden - 1	Head of History and Politics	Head of Maths	Hub	Incident Controller
Senior School Fire Warden – 2	Science Technician	Science Technician	Science	Incident Controller
Senior School Fire Warden – 3	DT Technician	DT Teacher	DT / Food	Incident Controller
Senior School Fire Warden - 4	Director of Sport	Head of Academic Sport & Head of Girls Games	Sport – Hall, Old Gym, Changing rooms, Pavilion	Incident Controller
Senior School Fire Warden - 5	Music School Administrator	Payroll and HR Assistant	Music, Theatre, C Block, LE	Incident Controller
Senior School Fire Warden - 6	School Accountant	HR Manager	Main Building – Ground floor	Incident Controller
Boarding Fire Warden (DAY)	Day Matron	Operations Assistant	Main Building - Boarding	Incident Controller
Boarding Fire Warden (17:30 – 08:30)	Deputy Head of Girls Boarding	Deputy Head of Boys Boarding	Main Building - Boarding	Duty SLT



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Junior School EYFS Fire Warden	Head of Junior School	Deputy Head of Junior School	Junior School EYFS area	Incident Controller
Junior School Warden	Head of SEN Junior School	Junior School PA to Head	Junior School	Incident Controller
Catering Fire Warden	Catering Manager	Catering FOH Manager	Kitchen / Dining Areas	Incident Controller
Estates Fire Warden	Estates and Health and Safety Manager	Estates Operative	Fire Panels / Plant / Site Support	Incident Controller
Visitor / Contractor Lead	Receptionist	Receptionist	Reception / Sign-in System	Incident Controller
Emergency 999 Caller	Deputy Incident Controller	Estates and Health and Safety Manager	Fire Control Point / place of safety	Incident Controller



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Appendix B

Fire Control Point	Primary: Estates Office	Secondary: Academic Hub reception
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Muster Points and Roll-Call Responsibilities

Group	Muster Point	Roll-Call Lead	Deputy	Fire List / Register Source	Report To
Senior School Pupils	Main Cricket Pitch	Housemasters	Deputy Housemasters	Senior School Fire Lists	Incident Controller
Senior School Academic Staff	Main Cricket Pitch	Head of Science	Head of Business and Economics	Staff Fire List	Incident Controller
Junior School Pupils and Staff	Junior School Playground	Head of Junior School	Deputy Head of Junior School	Junior School Fire List	Incident Controller
Junior School EYFS Pupils and Staff	Junior School Playground / Designated EYFS Area	Head of Junior School	Deputy Head of Junior School	Junior School / EYFS Fire List	Incident Controller
Business Services Staff	Main Cricket Pitch	Executive Assistant to Head and Bursar	IT Technician	Staff Fire List	Incident Controller
Visitors and Contractors	Main Cricket Pitch	Receptionist	Receptionist	Sign-in System / iPad	Incident Controller
Catering Staff	Main Cricket Pitch	Catering Manager	Catering FOH Manager	Catering Staff List	Incident Controller
Medical Centre	Main Cricket Pitch	Head Nurse	Nurse	Staff / Pupil Records	Incident Controller
Boarders Out of Hours	'C' Block	Head of Boarding	Head of Girls Boarding	Boarding Register	Incident Controller / Boarding Lead



Appendix C

Immediate Evacuation Procedure

On hearing the fire alarm

1. Stop activity immediately.
2. Evacuate by the nearest safe exit.
3. Walk calmly and quietly.
4. Do not collect belongings.
5. Do not use lifts.
6. Close doors behind you where safe.
7. Go directly to the muster point.
8. Remain with your group.
9. Follow instructions.
10. Do not re-enter the building until authorised.

If you discover a fire

1. Activate the nearest manual call point.
2. Leave immediately.
3. Report the location of the fire.
4. Go to the muster point.
5. Do not attempt to fight the fire unless trained and safe to do so.



Appendix D

Fire Drill Planning and Review Checklist

Before the Drill

Action	Responsible Role
Confirm date and time of drill	Fire Safety Manager / Senior Leadership
Confirm whether drill is announced or unannounced	Incident Controller
Confirm alarm system / building to be tested	Estates / Fire Safety Manager
Update pupil fire lists	Admissions / Estates Administrator
Update staff fire lists	HR / Estates Administrator
Check visitor and contractor sign-in process	Reception / Estates Administrator
Confirm Fire Wardens and deputies	Bursar
Confirm roll-call leads	Bursar
Notify catering, boarding or lettings where required	Operations
Prepare Fire Control Point	Estates
Prepare drill recording form	Estates Administrator

During the Drill	After the Drill	
Item to Record	Action	Responsible Role
Alarm activation time	Debrief with Incident Controller	Fire Safety Manager
Time first persons arrived at muster point	Collect fire lists and reports	Estates Administrator
Time buildings reported clear	Record drill outcome	Fire Safety Manager
Time roll calls completed	Identify actions	Fire Safety Manager
Any missing persons reported	Assign responsible persons	Bursar
Any alarm audibility issues	Report significant findings	Health and Safety Committee / Governors
Any blocked routes or doors	Track actions to completion	Estates and Health and Safety
Any staff or pupil behaviour concerns		
Any issues with visitors or contractors		
Any issues with PEEPs		



Appendix E

Fire Safety Records Register

The following records must be retained and made available for inspection:

Record	Location / System	Responsible Role	Frequency
Fire Risk Assessments	Estates Office	Fire Safety Manager	Annual / as required
Fire Alarm Weekly Tests	SmartLog	Estates	Weekly
Fire Alarm Servicing	Estates Office	Estates	Contractor schedule
Emergency Lighting Tests	Estates Office / SmartLog	Estates	Monthly / contractor schedule
Fire Extinguisher Servicing	Estates Office / SmartLog	Estates	Annual
Fire Door Checks	Estates Office / SmartLog	Estates	Regular programme
Fire Drills	Estates Office	Fire Safety Manager	Termly
Boarding Fire Drills	Estates Office	Boarding / Fire Safety Manager	Termly / as required
Fire Warden Training	SmartLog	HR / Health and Safety	As required
Staff Fire Safety Training	SmartLog	HR / Health and Safety	Induction / refresher
PEEPs	Medical	Medical Team	As required