

**Fire Risk & Safety Policy  
(including Emergency Evacuation Procedures)**

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Date of Review	March 2026	Date Ratified	March 2026
Date of Next Review	March 2027	Reason for Review	Annual Review

This policy covers all pupils, staff and visitors at Hampton Pre-Prep & Prep School (HPP&P or 'the School').

## **1. Introduction**

This document sets out the procedures to be followed in the event of a fire alarm activation and all staff should familiarise themselves with its contents in order that they successfully ensure their own safety and exercise their duty of care towards other members of staff, visitors and pupils.

## **2. Action in the event of finding a fire**

- i. Any member of staff, or visitor is empowered to activate the fire alarm using the call points situated throughout the School. The call points activate the fire alarm sounders, notifying all persons on site that an evacuation is necessary. This alarm may also be activated by the automatic heat and smoke detectors located throughout the School buildings. If the alarm is activated, the building must be evacuated immediately, using the nearest safe exit, and the Fire Brigade contacted.
- ii. A member of staff should only use a fire extinguisher or blanket if they feel confident in doing so, and at all times should consider their personal safety.
- iii. When the alarm is activated, staff should lead their class to the relevant Assembly Point. At the Pre-Prep, this is in the front garden and at the Prep, to the side of the front entrance. All personal belongings should be left in classrooms. Any member of staff in the Staff Room should check adjacent areas upon leaving – see Appendix 3.
- iv. Staff should ensure that evacuation takes place in a quiet and orderly fashion.
- v. All emergency exit routes are marked by appropriate signage. All staff and pupils should familiarise themselves with the exit routes as there may be occasion when an exit may be unsafe to use during an evacuation.
- vi. If it is safe to do so, Fire Marshals will check their designated area to ensure it is clear of people, and report to the Incident Manager (see 3.ii below).
- vii. Form Teachers stay with their forms and take a roll call, reporting to the Incident Manager. All other adults should report to the relevant Assembly Area Co-ordinator – see 3.iii below.
- viii. Once a full roll call has been taken, it is given to the relevant Incident Manager, along with any information regarding missing people in order that the Fire Brigade can be fully briefed (see 3.iii).
- ix. Nobody should re-enter any building unless the Fire Brigade has given the all-clear or, in the event of a false alarm, the Incident Manager.

## **3. Fire Incident Management**

Staff should refer to Appendix 1 which outlines the Fire Management structure.

### **i. Incident Managers**

The Prep Headmaster is responsible for the overall incident management at the School and for liaison with the emergency services. This role is delegated to the Incident Managers – Deputy Head Pastoral at the Prep and Head of Pre-Prep at the Pre-Prep. The Incident Manager will muster at the fire alarm panel (at either site) but should this be untenable, the incident will be managed at the main entrance to either site.

The Incident Manager (or other persons as designated by them) is responsible for liaising with the Fire Brigade.

## ii. Fire Marshals

Fire Marshals are responsible for checking that their allocated area of a building is clear of personnel. Once they have checked their area, they should evacuate through the nearest exit and report to the relevant Incident Manager. The nominated Fire Marshals are as follows:-

Area	1 <sup>st</sup> Nomination	2 <sup>nd</sup> Nomination
<b>Pre-Prep (Wensleydale Road)</b>		
Kindergarten	S. Guest	Z. Tomkins
First Floor	J. Barun	N. Swain (Mon-Thurs) T. McClure (Fri)
Ground Floor	K. O'Brien	I. Murphy
Roadside	J. Parkinson (JP)	Alaina Moffett-Smith
<b>Prep (Gloucester Road)</b>		
First Floor	P. Addis	M. Salt
Ground Floor	Office Admin	S. Busby
Roadside	Head's PA	Office Admin

The Estates Manager and Health and Safety Manager will review the list of Fire Marshals at least annually in conjunction with the Deputy Head Pastoral and Head of Pre-Prep. Any revisions will be communicated to all staff.

## iii. Assembly Co-ordinators

The Assembly Area Co-ordinators are:

Pre-Prep : A Hand  
Prep : J. Ford

The reserve Assembly Area Co-ordinators are J. Barun at the Pre-Prep and T. Zander at the Prep.

The Assembly Area Co-ordinators are responsible for mustering and accounting for everyone on site in the event of an emergency situation which requires an evacuation of the School. Once everyone have been mustered, a report is made to the Incident Manager, detailing any missing persons and their likely locations in order that the Fire Brigade can be fully briefed.

## 4. Elimination and reduction of risk

The following procedures are in place in to reduce or eliminate the risk of fire:

- a. Risk assessments are carried out for both sites and are reviewed annually;
- b. Staff are regularly reminded of the importance of keeping areas tidy, keeping fire exits clear of debris and appropriate storage of combustible and chemical materials. Any partly used materials are kept the School Groundman's shed or in the cleaners' cupboards, all of which are locked during School hours.

## 5. Fire Drills

Practice fire drills are carried out on a termly basis. These are monitored and recorded using the Fire Activation Report (FAR) form (see Appendix 2.). The fire drills are co-ordinated by the Head of Pre-Prep and the Deputy Head Pastoral at the Prep. Copies of the FAR are sent to the Headmaster and to the Estates Manager. A FAR is also completed in the event of any other evacuation. All FARs are filed at the relevant site with copies being stored electronically; they are reviewed at the termly Health & Safety Committee meetings.

## 6. Staff Training

Staff receive appropriate fire training on an annual basis.

## 7. Maintenance and Testing

The School Electricians test the alarms on a weekly basis and School Keeper tests the emergency lights on a monthly basis. Records are kept electronically on the School's shared drive.

A service agreement is in place to cover the fire detection equipment and extinguishers' maintenance. Fire detection equipment is inspected quarterly and extinguishers annually. Certificates confirming these inspections are held on a shared drive and in site Fire Log books.

## 8. Out of Hours

Should an incident occur out of normal School hours, any members of staff on site or other personnel using the facilities should evacuate the building immediately and report to the front of the School. Where necessary, the Headmaster or a senior member of staff may be called to attend the site in order to assist.

For the purpose of Fire Evacuation, 'Out of Hours' in term time will be deemed to be before 8.15am and after 4.15pm. School holiday periods are also defined as 'Out of Hours'

- i. **When Pupils are on Site – Before and After-School Activities (during term time)**
  - a. At the Pre-Prep, during term time pupils are on site between 8.00am and 8.30am and then from 3.30pm until 5.30pm.
  - b. At the Prep, pupils are on site between 7.45am and 8.15am and then from 4.00pm until 5.30pm.

Should an incident occur when pupils are on site outside normal School hours, staff should follow the protocols outlined in this policy.

## 9. Staff Contact Details

### School Contact Numbers

Pre-Prep (Wensleydale Road) Reception	0208 979 1844
Prep (Gloucester Road)	As above
Hampton School Reception	0208 970 5526
Hampton School Bursary	0208 979 0476

### SLT & Staff Contact Details

Tim Smith	(Pre-Prep & Prep Headmaster)	07775634037
Jason Ford	(Deputy Head Academic)	07795195695
Tammy Howard	(Deputy Head Pastoral)	07748574538
Imogen Murphy	(Head of Pre-Prep)	01483 757851 / 07885 425 241
Mike King	(Bursar)*	07770 863 382
Verity Moria	(Deputy Bursar)*	0208 977 6765 / 07968 960166
Nikolai Uzhvak	(Estates Manager)*	07917 845085

Tina Zander	(Office Manager – HPP&P)	07841 040149
Mark Gellner-Ward	(Keeper – HPP&P)	07830 709966
Duty Keeper	(Hampton)*	07825 428681

\*Based at Hampton School

## 9. Events

All organisers of internal events in the James Hall, or in any other area of the School premises, must ensure that proper evacuation procedures are in place and should discuss these with SLT in advance. External hirers should liaise with the Events team (based at Hampton School).

All events taking place within the School premises should be preceded by an emergency procedures briefing, highlighting the action to be taken in the event of an evacuation being required. See Appendix 4 for example text.

## 10. Emergency Evacuation Procedures (non-Fire)

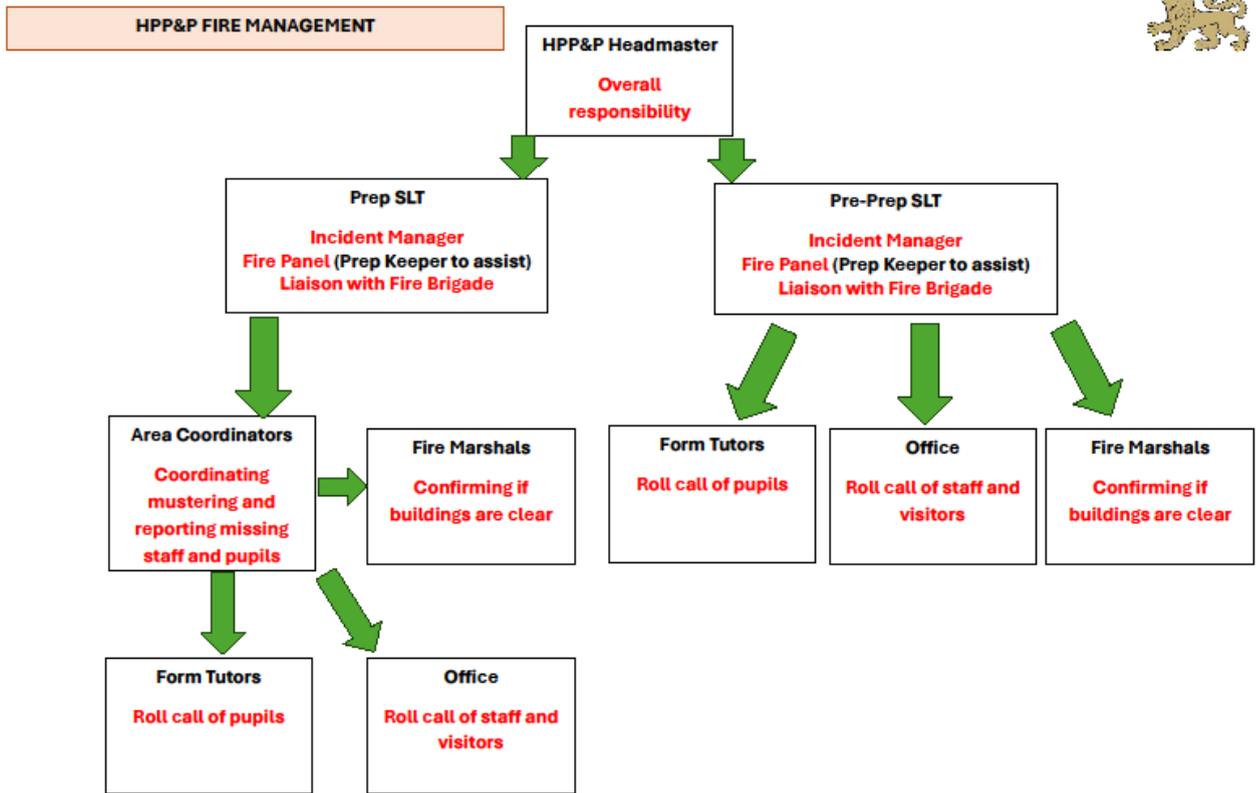
In the event that a School building has to be evacuated because of an emergency situation (e.g. gas leak, bomb threat), the procedure as outlined in point 2 above should be followed. Staff should also refer to the **Crisis Management Plan** which can be found on Cezanne, in the HPP&P Policies area- [click here](#)

In addition to staff duties already outlined above, nominated personnel comprise a Response Team:

- The Bursar
- Deputy Bursar
- Estates Manager
- Health and Safety Manager
- HPP&P School Keeper

The Response Team is responsible for ascertaining whether an alarm is spurious or if an emergency situation does exist. Members of the Response Team will liaise with colleagues and the emergency services.

**Appendix 1 – Fire Management Structure**



**Appendix 2 – Fire Activation Report**

Hoax	Practice	False Alarm	Fire

Date	
Time	
Location	
Call Point Location	

Fire Brigade Called: YES / NO

Details:
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Total number of children		
Staff		
Visitors		
Others (specify)		
Evacuation time		
Miscellaneous information (e.g., persons with mobility issues)		
Problems identified	Action to be taken	Date action completed
Signature		
Date of next drill	TBC	

### Appendix 3 - Muster Points

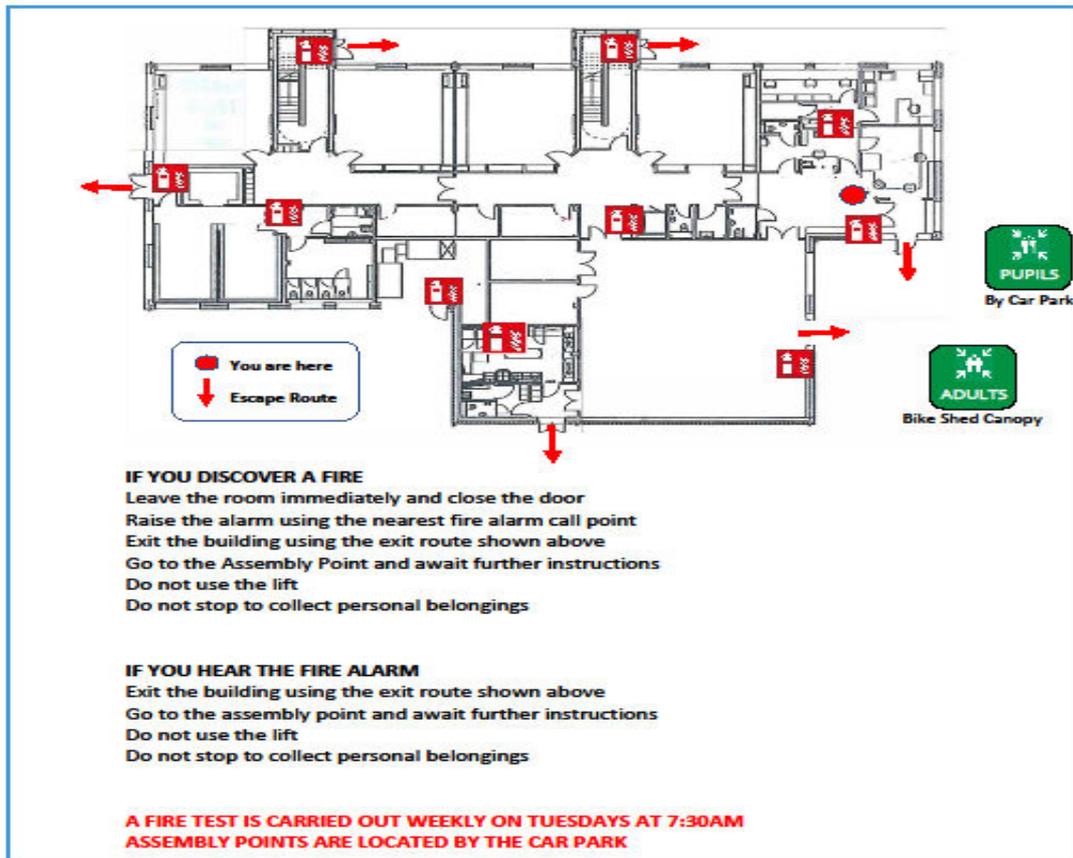
Pre-Prep



## FIRE ACTION PLAN

LOCATION: MAIN BUILDING

GROUND FLOOR



**EMERGENCY ONLY CONTACT NUMBERS:**

Police/Fire/Ambulance

999

Out of Hours (Senior School Keeper)

07825428681

*Please inform your Form Tutor or Reception if you require any special assistance for evacuation*

**HAMPTON PRE-PREP & PREP**  
**41 - 43 Wensleydale Road, Hampton TW12 2LP**

**NOTIFICATION OF FIRE**

1. Smoke detector alarms, when activated, will automatically set off the alarm.
2. Mrs Parkinson / Miss Moffett-Smith will await the arrival of the Fire Brigade, directing them to the fire alarm panel.
3. Teaching Staff will ensure that the buildings are evacuated in a quiet and orderly manner, closing the fire doors and using the exit routes below:

<b>MEANS OF ESCAPE</b>	<b>PRIMARY ROUTE</b>	<b>ALTERNATIVE ROUTE</b>
<b>Kindergarten</b>	Front door (nearest KG).	French door (to playground and around Centenary Hall).
<b>Reception</b>	French doors (to playground) and via side gate to the front lawn.	Via Reception office front door.
<b>Year 1 / Art Room</b>	Down Year 1 fire escape and exit via side gate to front lawn.	Down Art staircase and out of front door.
<b>Year 2</b>	Down the Reception office staircase and exit via Reception office front door.	Down Library fire escape and exit via side gate to front lawn
<b>Library / LS Room</b>	Down Art staircase and out of front door.	Down Library fire escape and exit via side gate to the front lawn.
<b>Centenary Hall</b>	Closest door to the playground and via side gate to the front lawn.	Through hallway, past KG , and out to the front lawn.

**Fire Marshals to check the building and report to the Assembly Point.**

**ASSEMBLY**

Classes should line up outside on the **Front Garden** by named class pegs.

Class Teachers to take register to check names against absentee list.

Remain in place until you are told it is safe to return.

## **Appendix 5 - Event Emergency Procedures Briefing**

The following statement must be given to all attendees at an event held at Hampton Pre-Prep & Prep School. It may be inserted into the programme or may be announced by the organiser prior to the start of any event:

***"Could we please draw your attention to the School's Fire Evacuation procedures:***

***The fire alarm is a loud continuous warbling siren. If the alarm is activated, please leave the room by the fire escape doors and walk calmly to the assembly point. Your assembly point is by the car park (if the event is at the Prep)/in the front garden (if the event is at the Pre-Prep). Please do not gather immediately in front of the main entrance as this area will be used by the emergency services.***

***Do not come back into the building until instructed by the Fire Authorities.***

***Thank you for your attention."***