



RGS SURREY HILLS

Fire Policy Appendices 2026-2027

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Appendix I: Fire Emergency Plan

FIRE EMERGENCY PLAN 2026-2027 (in accordance with the guidance contained in the publication **Fire Safety Risk Assessment – Educational Premises**).

The purpose of the emergency plan is:

1. To ensure that the people in the premises know what to do if there is a fire;
2. To ensure that the premises can be safely evacuated; and
3. To ensure the Senior Leadership Team (SLT) and senior staff with specific responsibilities understand the arrangements in place.

1.	How people will be warned if there is a fire • The fire alarm will sound which is a loud continuous ringing sound. • In the event of a malfunction to the sounder alarm system, Fire Wardens will be alerted via Teams, email, phone or in person, as necessary.
2.	What staff, students or visitors should do if they discover a fire • Activate the alarm system by operating the nearest call point (break glass) • Evacuate the premises by the nearest available fire exit • Proceed to the Assembly Point
3.	How the evacuation of the premises should be carried out • In an orderly manner by following the designated routes and exits to the assembly points. On hearing the alarm, you must evacuate the building immediately using the nearest available exit and using the stairs only. Do not stop to retrieve any personal possessions.
4.	Where people should assemble after they have left the premises, and procedures for checking whether the premises have been evacuated and accounting for staff, students and visitors. School Day • Assembly point is the sports field for students, tutors and HOYS between 8.35am and 4.30pm • Tutors will supervise their tutor group and report any missing students to the HOY. • HOYs are responsible for reporting any missing students to the Fire Officer (member of SLT) • Members of staff who are not Tutors or HOYS should assemble in the car park beside the sports hall and report to receptionist who will report any missing staff to the Fire Officer. • Staff are responsible for supervising any visitors and should report to the Fire Officer if they are unaccounted for. • Staff and students must sign out at the School Office if they are leaving the site during the school day. Reception will bring this information and cross check any missing students with the HOYS. • Lists of students who are off site on trips or activities will also be brought to the assembly point by reception to cross check with HOYs. Evenings and weekends (Boarding) • Assembly point for students is by each of the boarding houses. 4.31pm-8.30am • The Dalewood houseparent will act as the Fire Officer • Boarding house staff or duty staff will ensure all students are accounted for and report to Fire Officer. • The fire officer will liaise with the emergency services and the duty member of SLT

5.	Identification of key escape routes, how people can gain access to them and escape from them to a place of safety. All areas of the school have an escape route plan. These are displayed in classrooms and key communal areas. Fire procedures are displayed in or near key venues used after school and at weekends.
6.	Arrangements for fighting any fire • A suitable number and type of portable fire extinguishers are provided and sited throughout the school buildings. • Fire extinguishers should only be used by those members of staff who have been trained in their use. Members of staff should not place themselves at unnecessary risk. • If in doubt, all personnel are to wait for the arrival of the fire and rescue service.
7.	The duties and identities of staff who have specific responsibilities if there is a fire • Members of Senior Leadership Team to act as Fire Officer and take control of any evacuation or incident and liaise with the Maintenance Team and Emergency Services. Facilities Manager, supported by the Head of Estates and maintenance team, to locate the fire/cause of alarm, complete secondary sweeps of buildings and give approval to the member of SLT to instruct an orderly return to the buildings once appropriate checks are conducted.
8.	Arrangements for the safe evacuation of people identified as being especially at risk. A risk assessment will be undertaken and a personal emergency evacuation plan (PEEP) will be in place for any individual who may need assistance to evacuate the premises. Where appropriate, a designated escort will be identified and trained. The Heads of Department, in liaison with the Human Resources or Medical team, will put this in place as required. Any visitor requiring assistance should be taken care of by their school contact/host. If a PEEP is required, this should be identified ahead of their visit and completed in consultation with the Director of Operations.
9.	Any machines, appliances, processes or power supplies that need to be stopped or isolated if there is a fire. • All kitchen equipment to be turned off. • Automatic gas shut off systems in operation when the fire alarm sounds
10.	Specific arrangements, if necessary, for high-risk areas. The Fire Information File is held in the School Office fire panel cupboard. It identifies where hazardous substances are stored (maintenance, art, etc.). This file also provides information on gas, electrical and water shut off points. This information is available for the Fire Service as necessary when attending an incident, particularly in a high-risk area.
11.	Arrangements for an emergency plan to be used by a hirer of part of the premises • The Director of operations facilitates the hiring of the premises and will brief the organisers on the arrangements in place. All residential hirers must have their own fire evacuation process and fire marshals. This forms part of the hire contract.

12.	Contingency plans for when life safety systems, such as fire detection and warning systems are out of order. • The only life safety system is the fire alarm system. Prompt response to repair any system fault is organised by the Operations Manager through a contracted fire alarm company. • In the event of system failure, the Operations Manager will contact the Fire Wardens and SLT via Teams, email, telephone or in person to alert them to the fact that the fire alarm system is out of order and the arrangements in place to urgently circulate information in the event of an incident occurring during the system down time. • Ongoing awareness of evacuation arrangements through organised fire drills, communication of procedures via briefings, staff handbook and Teams/email updates.
13.	How the fire and rescue service or any other necessary services will be called and who will be responsible for doing this. • The Fire Officer is the person responsible for calling the emergency services, the school fire alarm system is not linked automatically to a monitoring service. • The decision will be made in conjunction with the facilities team following searches of building which has triggered the fire alarm.
14.	Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials • The Operations Manager, Maintenance Manager, or a member of SLT overseeing any evacuation or incident will meet the fire service at the main entrance. That staff member will pass on any relevant information known about the incident and the fire evacuation file. Out of hours, this responsibility will be assumed by the Fire Officer who will wait at the flagpole. • The Fire Information File will be made available to the Fire Service. This is held in the fire panel cupboard and identifies where hazardous substances are stored (maintenance, art etc.). It also provides information on gas, electrical and water shut off points.
15.	What training employees need and the arrangements for ensuring that this training is given • Fire Awareness Training is organised via an e-learning training module soon after joining the school. Existing staff undertake the awareness training every year. Fire Wardens undertake specific e-learning and they and persons with specific responsibilities are issued with updated Fire Packs and briefed as appropriate annually. • All staff receive regular updates on Fire Safety and feedback from fire drills through the Health and Safety meeting minutes, shared with all staff. Fire Evacuation information is displayed in key areas and available in the Staff Handbook.
16.	Evacuation plans If a full site evacuation is required students and staff will make their way to the far side of the sports pitches adjacent to the A24.

Appendix 2: Fire Evacuation Procedures

These procedures reflect arrangements during the normal working hours for students and staff, 8.30am-4.30pm. For out of hours events (evenings and weekends), please refer to the separate procedures.

If you see a fire:

Set off the nearest fire alarm (call point) and make your way to the assembly point, inform the Fire Officer.

If the alarm goes off during the school day:

1. **All buildings:** Evacuate to the school field, leaving the building by the nearest exit and using external paths to reach the evacuation point.
2. **Outside Activities:** Activity should stop immediately and students and staff should move to the assembly area.
3. Students must line up in front of the letter on the fence allocated to their tutor group, supervised by their tutor. Once the tutor has accounted for all the students in their care, they report to the HOY that all children are accounted for. Any tutor or staff with a concern about any individual must report this to the HOY.

Staff must remain with their students and manage behaviour, keeping them quiet and lined up as a tutor group. When directed, oversee an orderly return to the buildings.

Staff working in specific areas such as catering and maintenance have additional local controls for evacuations with regards to service shut offs, equipment shut down and securing "in use" items. HoDs are responsible for induction and training for staff.

4. **All staff who are not supervising students:** all staff and visitors must evacuate when the fire alarm sounds. Those without responsibility for students should gather at the side of the sport hall and report to the member of the reception team.
5. **Do not re-enter the buildings** until instructed to do so by the Fire Officer, even if the fire alarm sounders have been silenced.

If the alarm goes off outside lesson time but within school hours:

Everyone on site should leave buildings by the nearest emergency exit, make their way to the assembly area and help to gather students at the relevant assembly point. Teaching staff should stand with their class or, if they are not a class teacher, help to keep order whilst other staff make their way to the assembly area from around the site. Everyone must wait outside until allowed to re-enter the buildings by the Fire Officer.

If the alarm goes off before or after school (4.35pm-8.30am):

Everyone on site should make their way to the nearest assembly area.

Day students should wait in the front lawn.

Boarders should assemble by their houses.

They should wait outside until allowed to enter the buildings by the Fire Officer. *NB. If you are looking after an after-school activity, you are responsible for the evacuation and control of your group and supervision at the assembly area.*

Appendix 3: Fire Evacuation logistics

The following site arrangements and logistics are in place to support a prompt and safe response to a fire, and to safeguard students, staff and visitors.

Evacuation Assembly Points and alternatives.	• Assembly point is the sports field. • If required move to the far side of the sports field adjacent to the A24.
Fire panel locations	• Dalewood/ kitchen doorway • Sports Hall foyer • Boarding houses
Emergency service rendezvous arrangements	• The Operations Manager, Maintenance Manager, or a member of SLT will meet the fire service at the main entrance. • That staff member will pass on any relevant information known about the incident and the fire information file. This is held at the Dalewood fire panel and identifies where hazardous substances are stored (maintenance, art etc.). It also provides information on gas, electrical and water shut off points. • Out of hours, this responsibility is with the Dalewood Houseparent.
Medical evacuation and collection procedures, and first aid responsibilities	• If the fire alarm is activated, nurses will accompany any students in the medical room to the evacuation point. Students should be transported in the wheelchair if they are unable to walk for any reason. • A first aid kit, and spare AAls and inhaler, should also be brought by the nurse team.
Specialist area controls	Science/3DD: Key principles: • Safety of people takes priority - therefore evacuation should not be delayed in order to secure hazardous equipment into locked spaces. • Staff must therefore return to buildings ahead of any students or untrained colleagues, to secure sharps, if appropriate. • The following additional measures are required whenever radioactive sources, chemicals or sharps (e.g. dissecting scissors, scalpels) are in use. When the fire alarm sounds: • Do not take sharps outside of the lab or prep room – it is too easy to misplace them in the emergency. • Tell the duty Fire Officer and the Fire and Rescue Service if they attend the alarm, where the unsecured sharps are located as soon as possible. • Tell the Head of Science where the unsecured sharps are as soon as possible. When a safe return to buildings is announced: • The teacher(s) responsible for sharps must be allowed back into the building first, so that they can secure the materials - SLT fire officers should be aware of this and announce it. • A check should be made that all items are present and any missing sharps must be reported to the Head of Science and Operations Manager immediately so that further investigation can take place. Drama productions

	• All lights and electric items to be switched off prior to staff evacuating, if safe to do so. Maintenance Workshop • All equipment to be switched off prior to staff evacuating, if safe to do so. Kitchen • All equipment to be switched off prior to staff evacuating, if safe to do so.
Visitor and contractor arrangements	• Visitors during the school day are required to sign-in at reception and wear a visitor ID. • They receive a fire and safeguarding briefing via email ahead of their visit. • They are accompanied at all times by a member of staff, who is responsible for escorting them to the evacuation point in the case of a fire alarm. • Visitors for Open Mornings or events will be present in restricted areas with staff present at all times, or on tours with a member of staff. Staff will guide them to the evacuation point in the case of a fire alarm. • Contractors on site will receive a safety and fire evacuation briefing by a designated member of the Maintenance Team. This will include instructions on how to evacuate in the case of a fire alarm. • Reception will hold details of all contractors or visitors on site, so that they can be accounted for in the case of a fire.

Appendix 4: Fire Awareness Training and Briefing Arrangements

All existing and new full and part-time staff are required to complete the SMARTLOG online Fire Safety in Education training soon after joining and every 3 years thereafter. Certain groups of staff, i.e. those who are contracted from external sources or on flexible working arrangements are briefed to suit specific needs. These are covered under the following fire briefing documents:

- Catering Team
- Peripatetic Teachers

Catering Team

Assembly Point

- Assembly point is beside the sports hall.
- Take the time to notice the nearest fire exits and break glasses to where you are working and any other catering “pop up” locations in operation during the year.
- Do not allow catering equipment or boxes of stock items to build up and block fire exit routes out of your working areas.
- Report any concerns you have about housekeeping or other matters that might impact fire safety to you or others to your Catering Line Manager or the Operations Manager/ Maintenance team.

If the alarm goes off:

- The fire alarm sounders will ring continuously.
- Leave the building immediately by the nearest available fire exit and make your way to the assembly point taking any other catering colleagues with you.
- Do not stop to collect any valuables, bags etc.
- The Catering Manager or Head Chef will direct all other catering staff out to the relevant assembly area.
- Please close all fire doors behind as you leave the building and switch off equipment where possible and safe to do so.
- Once outside please account for your team and report to the Fire Officer.
- Do not re-enter the building until the all-clear has been given by the School Fire Officer.

If you see a fire:

- Set off the nearest fire alarm – break glass.
- Evacuate the building and close the fire doors behind you as you go out.
- Do NOT put yourself at risk by trying to put out a fire: only trained staff must use fire the extinguishers.
- Inform the Catering Manager or Senior Staff member (Fire Officer) and give clear information on the situation as known to you.
- Do not re-enter the building until advised to do so by the School Fire Officer (SLT or Senior Staff member) in charge.

I confirm that I have read and understand the above summary of the fire procedures. I know where to request further information from and will ensure my team are aware of the procedures here.

NAME:

SIGNATURE:

DATE:

Peripatetic Teachers

Assembly Point

- Assembly point is besides the sports hall.
- Take the time to notice the nearest fire exits and break glasses to where you are working.
- Report any concerns you have about housekeeping or other matters that might impact fire safety to you or others to the Head of Music.

If the alarm goes off:

- The fire alarm sounders will ring continuously.
- Leave the building immediately by the nearest available fire exit and make your way to the assembly point taking with you any students in your care. Please ensure the student(s) in your care move to the class lines at the assembly point.
- Do not stop to collect any valuables, bags etc.
- The fire wardens will double check the buildings however, if you have any concerns please report them immediately once outside to the School Fire Officer in charge (usually a member of the SLT).
- Do not re-enter the building until the all-clear has been given by the School Fire Officer.

If you see a fire:

- Set off the nearest fire alarm – break glass.
- Evacuate the building, taking any students in your care with you and close the fire doors behind you as you go out.
- Do NOT put yourself at risk by trying to put out a fire: only trained staff must use fire the extinguishers.
- Inform the Senior Staff member (Fire Officer) and give clear information on the situation as known to you.
- The School Office can be reached on 01737 812011 (ext. 1243 or 1245).
- Do not re-enter the building until advised to do so by the School Fire Officer (SLT or Senior Staff member) in charge.

I confirm that I have read and understand the above summary of the fire procedures. I know where to request further information from and where to report any safety concerns to the Head of Music.

NAME:

SIGNATURE:

DATE:

Student Briefing

If the alarm sounds you need to:

- Leave the building following the fire evacuation plan (if you are not sure, use the nearest exit).
- Go to the Assembly Point and line up with your tutor group/ boarding house if OOH.
- Please stay out of buildings during fire evacuations – use the outside paths.
- Leave belongings where they are.
- Please remain silent whilst leaving buildings and waiting at the assembly point.

Assembly Point is the sports field

Only re-enter the buildings when told it is safe to do so by a Fire Officer

