Fire Risk Prevention Policy

Reviewed by:	Nurette Stanford - Bursar	August 2026
Approved by:	Trish Watt – Head	September 2026
Governor Approval:	Suzie Longstaff	
Next Review Date:	September 2027	

Briefing New Staff & Pupils

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Eaton Square School as part of their new staff induction. We inform them where the emergency exits and escape routes and outside assembly points are located. Fire evacuation notices are displayed around the school, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone, staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own or anyone else's safety. New staff are also given basic fire awareness training.

Summoning the Fire Brigade

The School Office is manned during school hours, on weekdays during term time. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

Visitors & Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, (yellow lanyard) which should always be worn when they are on school property. They are made aware of the emergency evacuation notice (see below). They are also directed to read the fire procedures, which are on the visitor's lanyard.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc., a brief announcement is made advising them of the location of the emergency exits that they should use in the event of an alarm sounding.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the member of the SLT present. It is the responsibility of the member of the SLT to ensure that this information is passed to the Fire and Emergency services as soon as they arrive.

On no account should anyone return to a burning building.

Annual Evacuation Drill Programme & Annual Checks

During each academic year there will be regular evacuation drills. The SLT will decide on the date and time of these, in accordance with the times published in the staff calendar.

Autumn Term	1	Practice (announced- staff to explain the evacuation procedure prior to the first drill.
	2	Practice (unannounced – known to Heads of School and office staff)
Spring Term	1	Practice (unannounced)
Summer Term	1	Practice (unannounced)

After every evacuation (planned or unplanned) a ESS SCHOOL FIRE EVACUATION REPORT.doc will be completed. This will be the responsibility of the Bursar, who may delegate this to the Facilities Manager, or in her absence, a member of the maintenance team.

Fire Prevention Measures

We have the following fire prevention measures in place at Eaton Square School:

Escape Routes and Emergency Exits

- Fire evacuation notices are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in the building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Where doors are fitted with automatic door closures, they are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm system is located in the entrance (central office) of 55/57 Eccleston Square.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly and a different call point each week (and recording all tests and defects). This is the responsibility of the Maintenance team.
- Dukes Education delegates the responsibility to the Bursar to arrange for an ISO9001 certified/BAFE approved contractor to carry out:
    - Monthly checks of fire doors, automatic door closures and emergency lights,
    - Six monthly professional check on fire detection and warning equipment,

- An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers and hoses.

Records of all tests are kept in the school office.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Annual portable appliance testing takes place.
- Records of all tests are kept by the Facilities Manager.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept by the Facilities Manager.
- All kitchen equipment is switched off at the end of service.

Safe Storage

We ensure that flammable materials used in teaching or maintenance are kept in locked cupboards.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the under-pavement vaults until collection.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

Fire Risk Assessment

The School's Fire Risk Assessment(s) meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow the format of "Specification 79: 2005" and have been carried out by a professional. A re-assessment would be carried out if significant changes are made to the interior of buildings, or new buildings are bought or added.

EMERGENCY PROCEDURE IN CASE OF FIRE

1. **Break the glass in nearest call point to activate the alarm**
2. **First consideration must be the safety of the children.**
3. **Close doors and try to get the children out of the premises by normal routes.**
4. **Do not leave the children unattended.**
5. **Do not stop to put out the fire (unless very small).**

THE SCHOOL OFFICE WILL CALL THE FIRE BRIGADE AS SOON AS POSSIBLE, AS FOLLOWS:

1. **Dial '999'**
2. **Give operator your telephone number and ask for FIRE.**
3. **When the fire brigade replies, give the call distinctly:**

FIRE AT EATON SQUARE SCHOOL
55-57 ECCLESTON SQUARE SW1V 1PH

OR FIRE AT SUSSEX STREET PLAYGROUND
SW1V 4RW

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE.

THERE IS NO CHARGE FOR THE ATTENDANCE OF THE FIRE BRIGADE TO A FIRE OR AN ALARM.

Staff Fire Emergency Plan

ACTION ON DISCOVERING A FIRE
Any member of staff who discovers a fire should attempt to control it if possible, and activate the fire alarm by pressing the dot on the manual call point. They should then immediately notify the Office Staff.

CALLING THE FIRE BRIGADE
The Office Staff should phone the Fire Brigade immediately on 999, quoting the building location and postcode (on reverse of lanyard).

EVACUATION
As soon as the fire alarm sounds, all staff must ensure the children safely evacuate the building by the nearest fire exit. When evacuating the children, all staff must check the doors and windows are shut when leaving their class/office. Staff should sweep the corridors/toilets on their way out of the building, checking there are no children left behind.

For 55-57 Eccleston Square
On exiting, staff collect their class register from the office staff and lead the children to the Assembly Point on Eccleston Square staring at 71 (turn right out of 55/57). At the Assembly Point, staff check the class register/carry out a head count. If any children are missing, staff should immediately inform the Office Staff.

For Sussex St Playground
On exiting, the Duty Teacher collects the class registers and leads the children to the Assembly Point on Winchester Street. At the Assembly Point, staff check the class register/carry out a head count. If any children are missing, staff should immediately inform the Duty Teacher who will inform the Office start at 55-57 Eccleston Square.

Once the Fire Brigade has confirmed that it is safe to return to the building, all children need to be escorted back to the school building and into their respective classrooms.

For 55-57 Eccleston Square
Staff sweeping each floor:
Basement: Head Chef & Tom Mallinson
Ground floor: Lottie Hooper
1st floor: Isabel Mouzo
2nd floor: Chris Hancock
3rd floor: Lucy Garrard
4th floor: Rameen Hussain

Fire Wardens at Eaton Square School 55/57 Eccleston Square London, SW1V 1PH are: Isabel Mouzo, Lottie Hooper, Daniel Coupland, Maria Hafalla, Tom Mallinson, Olivia Crofton, Lucy Garrard and Charles Kitchen

For Sussex Street Playground
Inside Building: Duty Teacher
Outside Playground: Duty Teacher
Fire Wardens at Sussex Street Playground are: the Duty Teachers

FIRE EVACUATION PROCEDURE
55-57 Eccleston Square

When the fire alarm sounds:

Line up in single file, ready to leave the classroom, and listen to your teacher's instructions.

Exit the building via the nearest Fire Exit.

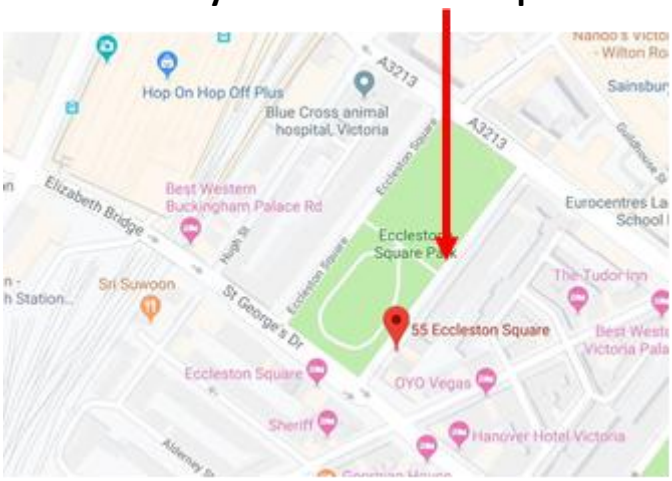
Always close the classroom doors and windows as you exit the room.

Vacate the building as quickly and quietly as possible (using both sides of the stairs, no pushing or running) and assemble at the Evacuation Meeting Point on Eccleston Square.

Ensure you line up in silence as your teacher calls the register/carries out a head count.

Re-entering the building: You should only re-enter the building once the Fire Brigade gives you permission to do so.

Assembly Point: Eccleston Square



FIRE EVACUATION PROCEDURE
Sussex Street Playground

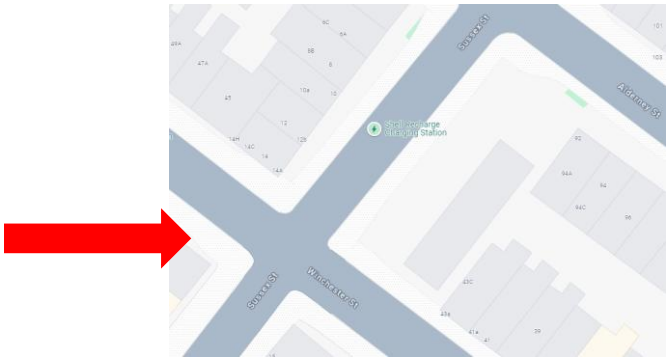
When the fire alarm sounds or you are told to evacuate:

Line up in single file, ready to leave the playground, and listen to your teacher's instructions.

Exit the playground at the Fire Exit if safe to do so.

Vacate the site as quickly and quietly as possible and assemble at the Evacuation Meeting Point on Winchester Street.

Ensure you line up in silence as your teacher calls the register/carries out a head count.



EMERGENCY EVACUATION PLAN

Lower Ground Floor

FIRE EVACUATION PROCEDURE

When the fire alarm sounds

L ine up in single file, ready to leave the classroom, & listen to instructions.

E xit the building via the nearest Fire Exit.

A lways close the classroom doors and windows as you exit.

V acate the building as quickly and quietly as possible (using both sides of the stairs, no pushing or running) and assemble at the Evacuation Meeting Point on Eccleston Square.

E nsure you line up in silence as your teacher calls the register/ carries out a head count.

Re-entering the building

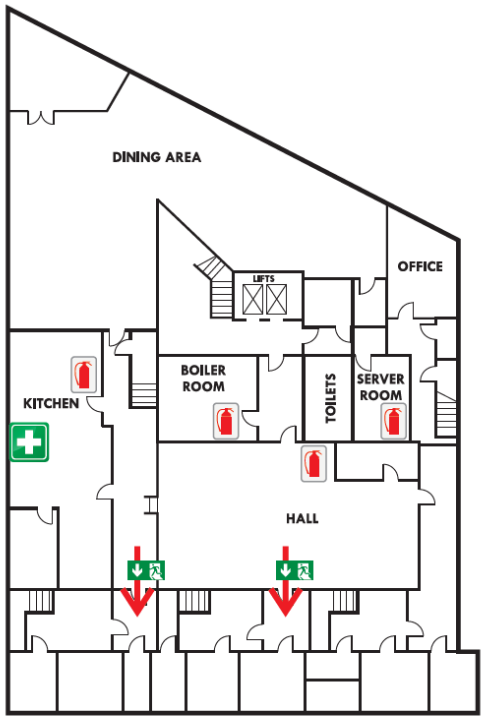
You should only re-enter the building once the Fire Brigade gives you permission to do so.

	Emergency Fire Exit
	Evacuation Route
	Evacuation Meeting Point
	Fire Extinguisher
	First Aid Kit
	Evac Chair

FIRE WARDENS

Basement – Mr. Alex & Chef Alex
Ground Floor – Miss. Isabel & Miss. Lottie
1st Floor – Mrs. Crofton
2nd Floor – Dr. Hafalla
3rd Floor – Miss. Garrard
4th Floor – Miss. Hussein

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EMERGENCY EVACUATION PLAN

Ground Floor

FIRE EVACUATION PROCEDURE

When the fire alarm sounds

L ine up in single file, ready to leave the classroom, & listen to instructions.

E xit the building via the nearest Fire Exit.

A lways close the classroom doors and windows as you exit.

V acate the building as quickly and quietly as possible (using both sides of the stairs, no pushing or running) and assemble at the Evacuation Meeting Point on Eccleston Square.

E nsure you line up in silence as your teacher calls the register/ carries out a head count.

Re-entering the building

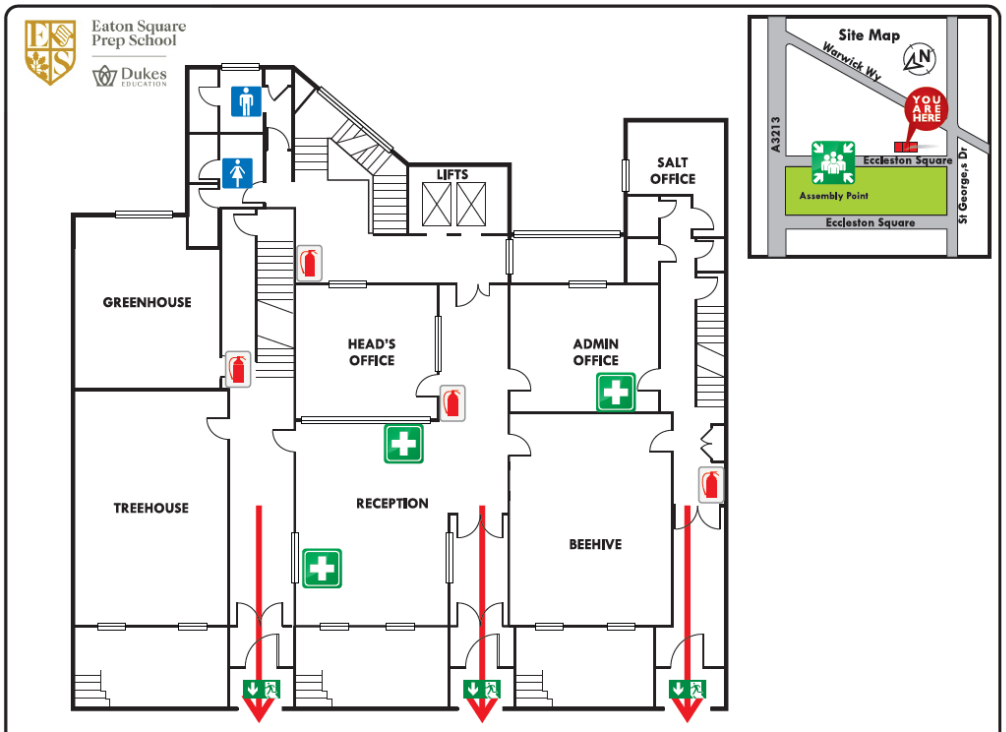
You should only re-enter the building once the Fire Brigade gives you permission to do so.

- Emergency Fire Exit
- Evacuation Route
- Evacuation Meeting Point
- Fire Extinguisher
- First Aid Kit
- Evac Chair

FIRE WARDENS

Basement – Mr. Alex & Chef Alex
Ground Floor – Miss. Isabel & Miss. Lottie
1st Floor – Mrs. Crofton
2nd Floor – Dr. Hafalla
3rd Floor – Miss. Garrard
4th Floor – Miss. Hussein

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EMERGENCY EVACUATION PLAN

First Floor

FIRE EVACUATION PROCEDURE

When the fire alarm sounds

L ine up in single file, ready to leave the classroom, & listen to instructions.

E xit the building via the nearest Fire Exit.

A lways close the classroom doors and windows as you exit.

V acate the building as quickly and quietly as possible (using both sides of the stairs, no pushing or running) and assemble at the Evacuation Meeting Point on Eccleston Square.

E nsure you line up in silence as your teacher calls the register/ carries out a head count.

Re-entering the building

You should only re-enter the building once the Fire Brigade gives you permission to do so.

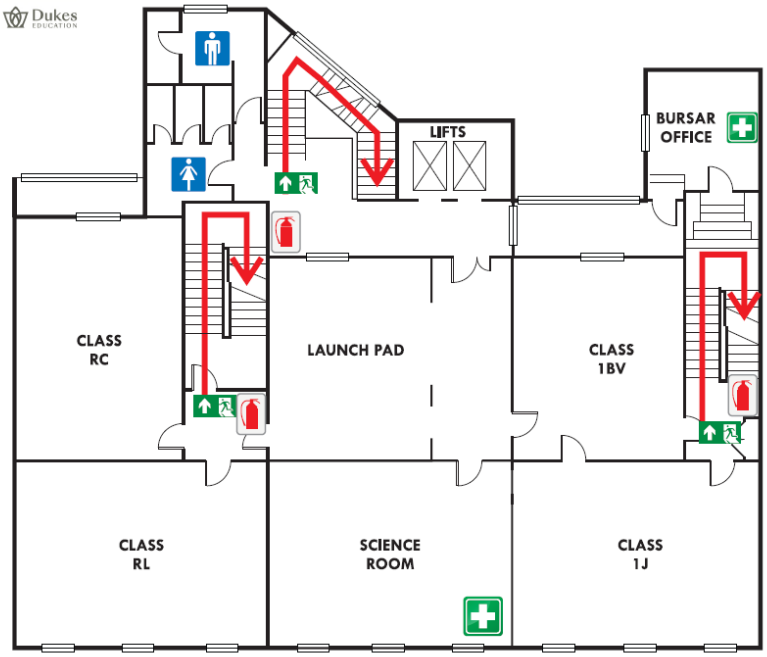
- Emergency Fire Exit
- Evacuation Route
- Evacuation Meeting Point
- Fire Extinguisher
- First Aid Kit
- Evac Chair

FIRE WARDENS

Basement – Mr. Alex & Chef Alex
Ground Floor – Miss. Isabel & Miss. Lottie
1st Floor – Mrs. Crofton
2nd Floor – Dr. Hafalla
3rd Floor – Miss. Garrard
4th Floor – Miss. Hussein

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EMERGENCY EVACUATION PLAN

Second Floor

FIRE EVACUATION PROCEDURE

When the fire alarm sounds

Line up in single file, ready to leave the classroom, & listen to instructions.

Exit the building via the nearest Fire Exit.

Always close the classroom doors and windows as you exit.

Vacate the building as quickly and quietly as possible (using both sides of the stairs, no pushing or running) and assemble at the Evacuation Meeting Point on Eccleston Square.

Ensure you line up in silence as your teacher calls the register/ carries out a head count.

Re-entering the building

You should only re-enter the building once the Fire Brigade gives you permission to do so.

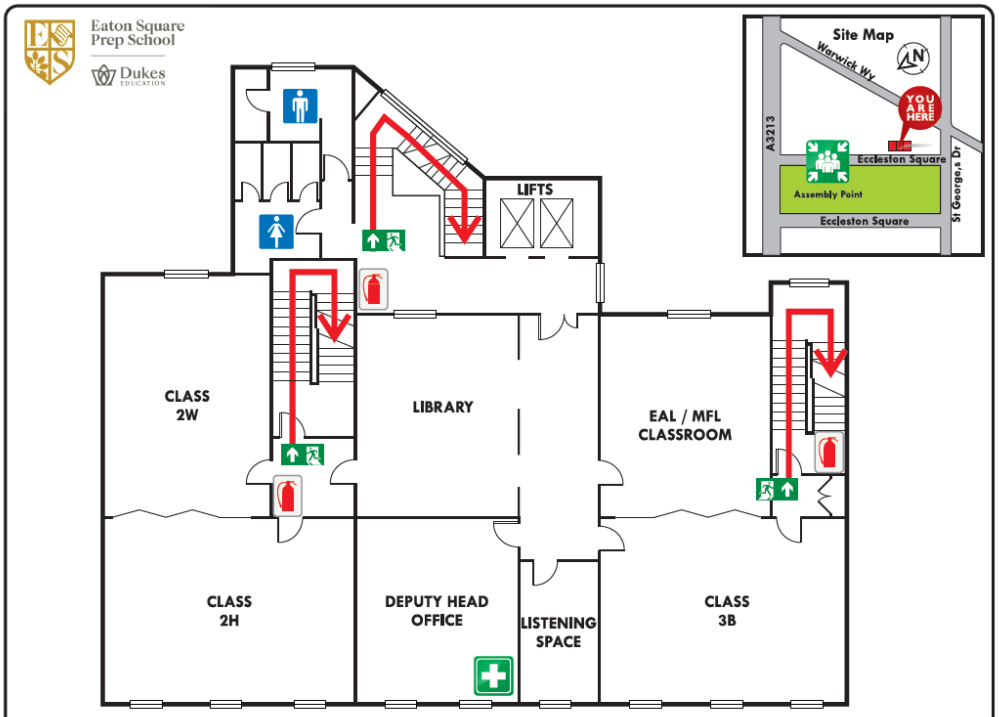
- Emergency Fire Exit
- Evacuation Route
- Evacuation Meeting Point
- Fire Extinguisher
- First Aid Kit
- Evac Chair

FIRE WARDENS

Basement – Mr. Alex & Chef Alex
Ground Floor – Miss. Isabel & Miss. Lottie
1st Floor – Mrs. Crofton
2nd Floor – Dr. Hafalla
3rd Floor – Miss. Garrard
4th Floor – Miss. Hussein

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EMERGENCY EVACUATION PLAN — Third Floor

FIRE EVACUATION PROCEDURE

When the fire alarm sounds

L ine up in single file, ready to leave the classroom, & listen to instructions.

E xit the building via the nearest Fire Exit.

A lways close the classroom doors and windows as you exit.

V acate the building as quickly and quietly as possible (using both sides of the stairs, no pushing or running) and assemble at the Evacuation Meeting Point on Eccleston Square.

E nsure you line up in silence as your teacher calls the register/ carries out a head count.

Re-entering the building

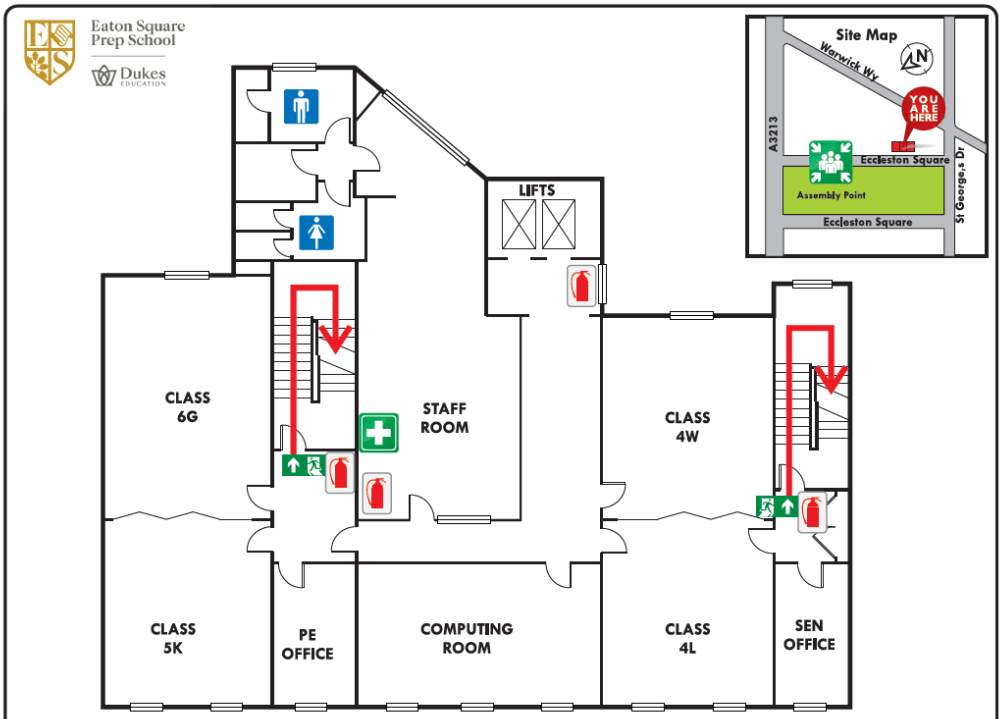
You should only re-enter the building once the Fire Brigade gives you permission to do so.

- Emergency Fire Exit
- Evacuation Route
- Evacuation Meeting Point
- Fire Extinguisher
- First Aid Kit
- Evac Chair

FIRE WARDENS

Basement – Mr. Alex & Chef Alex
Ground Floor – Miss. Isabell & Miss. Lottie
1st Floor – Mrs. Crofton
2nd Floor – Dr. Hafalla
3rd Floor – Miss. Garrard
4th Floor – Miss. Hussein

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EMERGENCY EVACUATION PLAN

Fourth Floor

FIRE EVACUATION PROCEDURE

When the fire alarm sounds

L ine up in single file, ready to leave the classroom, & listen to instructions.

E xit the building via the nearest Fire Exit.

A lways close the classroom doors and windows as you exit.

V acate the building as quickly and quietly as possible (using both sides of the stairs, no pushing or running) and assemble at the Evacuation Meeting Point on Eccleston Square.

E nsure you line up in silence as your teacher calls the register/ carries out a head count.

Re-entering the building

You should only re-enter the building once the Fire Brigade gives you permission to do so.

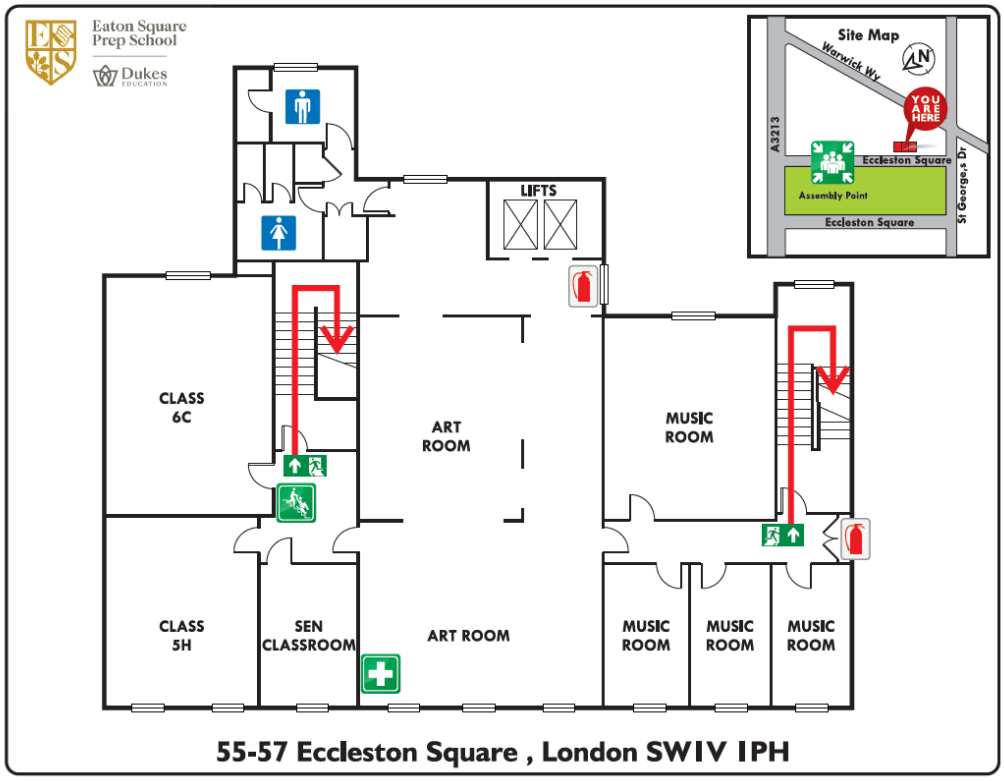
- Emergency Fire Exit
- Evacuation Route
- Evacuation Meeting Point
- Fire Extinguisher
- First Aid Kit
- Evac Chair

FIRE WARDENS

Basement – Mr. Alex & Chef Alex
Ground Floor – Miss. Isabel & Miss. Lottie
1st Floor – Mrs. Crofton
2nd Floor – Dr. Hafalla
3rd Floor – Miss. Garrard
4th Floor – Miss. Hussein

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