



1.9 Fire Policy and Procedures (EYFS & KS1-3)

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FIRE POLICY

Notting Hill Preparatory School is committed to protecting the welfare, health and safety of pupils, staff, visitors and contractors by preventing fire where reasonably practicable and by maintaining effective evacuation and emergency response arrangements across all School sites.

1. Purpose and scope

- This policy sets out the School's arrangements for fire safety management, prevention, evacuation, training, testing and record keeping.
- It applies to all pupils (including EYFS), staff (including agency and volunteers), visitors and contractors on School premises, and to hired or third-party premises used by the School unless the host's procedures are more stringent.

2. Regulatory and guidance framework

Arrangements are designed to support compliance with the Independent School Standards (premises and welfare, health and safety), the EYFS welfare requirements (where applicable), and relevant UK fire safety legislation and guidance, including the Regulatory Reform (Fire Safety) Order 2005 and associated legislation.

3. Roles and responsibilities

Fire safety roles are clearly defined:

- Proprietor/Chair of Governors: provides governance oversight and ensures appropriate resources.
- Head: ensures effective implementation and a strong culture of safety.
- Responsible Person for Fire Safety: Head of Finance & Operations (or delegated competent manager) – ensures suitable and sufficient fire risk assessments are in place, actions are completed, and records, training and communication are maintained.
- Competent Person(s): external fire risk assessor/service contractors and suitably trained staff who support compliance and assurance.
- Fire Marshals/Wardens (per building): manage and support evacuation, sweep checks (where safe) and reporting.
- All staff: follow evacuation procedures, supervise pupils, and report hazards/defects promptly.

4. Fire risk assessment and prevention

A suitable and sufficient fire risk assessment is maintained for each building. It is reviewed at least annually and sooner following significant change (e.g., building works, changes to occupancy, incidents/near misses). Action plans are recorded, prioritised and tracked to completion.

- Escape routes and final exits are kept clear and unlocked when the building is occupied.
- Fire doors must not be wedged open and must be allowed to self-close.
- Combustible materials are stored safely; housekeeping standards reduce fuel load.
- Contractors/hot works are managed through controls such as permits to work where required.

5. Fire detection, alarm and emergency communication

Fire detection and alarm systems are maintained and tested in accordance with a documented schedule. All alarms must be treated as real unless staff have been explicitly advised it is a planned test.

- Any person discovering a fire must raise the alarm immediately by activating the nearest call point and, if safe, inform Reception/Fire Marshal of the location.
- Reception/Fire Marshal will ensure 999 is called without delay (unless a monitored system provides confirmed automatic call-out, in which case the agreed monitoring protocol is followed).
- Evacuation begins immediately when the alarm sounds; do not delay to collect belongings; do not use lifts.

6. Evacuation and accounting for all persons

Assembly points are:

- Lower School (OB) and Middle School (JCB): Newton Centre playground.
- Upper School (PGB): Portobello Green Park.
- Serbian Church: as set out in the site-specific procedure, with onward accounting at the agreed School assembly point.

Registers and sign-in information are used to ensure all pupils, staff and visitors are accounted for.

Visitors and contractors must sign in/out and receive a brief on the nearest exit route and assembly point on arrival.

No person may re-enter a building until the all clear is given by the Fire and Rescue Service (or by the Responsible Person/Fire Marshal in the case of a confirmed false alarm).

7. Personal Emergency Evacuation Plans (PEEPs)

A Personal Emergency Evacuation Plan (PEEP) is put in place for any pupil, member of staff or regular visitor who may require assistance to evacuate safely. PEEPs are prepared, shared on a need-to-know basis, practiced where appropriate, and reviewed at least annually and after any significant change.

- PEEPs identify assisted route(s), refuge arrangements where applicable, designated assistants, equipment (e.g., evacuation chairs) and training requirements.
- PEEPs are held securely and copies are available at reception points for use during an evacuation.

8. Fire drills and training

Fire drills are held at least once per term in each building and additionally after significant changes or where required for induction. Drills are timed and debriefed, with outcomes recorded and actions tracked.

- All staff receive fire safety induction, including alarm tones, exits, assembly points, and supervision/accounting arrangements.
- Fire Marshals/Wardens and evacuation chair users receive appropriate training and refreshers; records are retained.

9. Inspection, testing and maintenance

Fire safety systems and equipment are maintained through a planned programme, with records kept in the Fire Log Book for each site.

- Fire alarm: weekly call point test (rotating points) and periodic competent-person servicing.
- Emergency lighting: routine functional checks and periodic full-duration tests.
- Fire extinguishers: routine checks and annual servicing by a competent contractor.
- Fire doors/escape routes: routine checks to confirm integrity and that routes are unobstructed.
- Evacuation chairs: inspected/maintained; users trained.

10. Records, monitoring and review

The Responsible Person maintains a Fire Log Book for each site, including fire risk assessments and action plans; alarm tests; drill records and debriefs; maintenance certificates; staff training; and incident/false alarm reports. The policy is reviewed at least annually and following any significant change or incident, with reporting to the Head and Governors to support effective oversight.

FIRE DRILL PROCEDURE

When the fire alarm sounds:

- Evacuate immediately via the nearest safe route for your location, following the room/building instructions.
- Teachers/staff lead pupils calmly to the assembly point; an adult at the rear checks the room is clear where safe, closes doors and windows if practicable, and follows the group.
- Registers/sign-in information are taken out and used to account for all persons; any missing persons are reported immediately to the Fire Marshal.
- Do not re-enter the building until the all clear is given.

Building-specific evacuation roles and route instructions are set out in Appendix 2.

NOTTING HILL PREP: OB Building

Assembly point is Newton Centre Playground

LOWER SCHOOL GROUND FLOOR CLASSROOMS

In case of fire, sound the alarm by activating the alarm button situated on the right-hand wall before the main doors to the exit lobby at the front of the building.

On hearing the fire alarm sound:

- escort all children directly out of the classroom (TA at the front, Teacher at the rear)
- exit by the main front door and assemble in the playground for a quick headcount before proceeding to the Newton Centre playground
- close all doors behind you and windows if possible

If the front exit is blocked, escort the children through the main corridor, across the hall, through the fire doors to the back playground and proceed to the assembly point: Newton Centre Playground

The teacher should check the room and then follow the class out, shutting the door behind. If there is time the teacher should close the windows before exiting.

NOTTING HILL PREP

LOWER SCHOOL MAIN HALL

In case of fire, sound the alarm by activating the alarm button situated next to the double doors.

On hearing the fire alarm sound:

- escort all children directly out of the hall, through the fire doors
- proceed along the passage through the green door (kept shut with quick release handle up out of children's reach), through the gate to the Newton Centre playground assembly point

NOTTING HILL PREP

HEAD OF INTERNAL OPERATIONS' OFFICE

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound,

- Check the location of the fire on the alarm panel and notify the fire officers when you have vacated the building.
- Leave the room, closing the door behind you.
- Fire Warden to exit to the front playground, collect walkie-talkie and registers from front lobby.
- Check the windows in the hall are closed and leave the building by the rear emergency door, collecting a class list, walkie-talkie and rear door key if available (i.e. if not already taken by a previous class using this exit)
- Proceed to the assembly point: Newton Centre Playground

If the hall fire exit is blocked, exit via the front door and walk round to the assembly point on the instructions of the front fire officer.

NOTTING HILL PREP

LOWER SCHOOL KITCHEN/WORK ROOM

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound,

- Leave the room, closing the door behind you.
- Leave the building by the hall fire exit, checking the windows in the hall are closed.
- Collect the class lists, walkie-talkie and rear door key if available (i.e. if not already taken by a previous class using this exit)
- Proceed to the assembly point.

If the hall fire exit is blocked, exit via the front door and walk round to the rear assembly point on the instructions of Fire Marshal 1.

NOTTING HILL PREP

STAFF RESOURCE ROOM/SPORTS DEPARTMENT OFFICE

In case of fire, sound the alarm by activating the alarm button situated next to the fire exit in the main hall.

On hearing the fire alarm sound,

- Leave the room, closing the door behind you.
- Leave the building by the hall fire exit doors, checking the hall windows are closed
- Proceed to the assembly point. If this exit is not clear, exit via the front door.

If the hall fire exit is blocked, exit via the front door and walk round to the rear assembly point on the instructions of the front fire officer.

NOTTING HILL PREP

LOWER SCHOOL - SCHOOL RECEPTION

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound,

- Leave the room, collect all registers.
- Collect the Walkie-Talkie from the front door
- Leave the building by the front door.
- Check all classes exiting at the front are complete and communicate with the fire officer in the rear assembly point.
- When everyone has left for the rear assembly point, go to the rear assembly point too.

If the front door is blocked, cross the hall checking the hall windows are closed, go through the double doors, collecting a class list and rear door key if available (i.e. if not already taken by a previous class using this exit). Proceed to the rear assembly point.

NOTTING HILL PREP

HEAD'S OFFICE

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound,

- Leave the room, closing the door behind you.
- Leave the building by the front exit.
- Assist Fire Marshal 1 in sending all staff and pupils to the Newton Centre assembly point

If the front door is blocked, cross the hall checking the hall windows are closed, go through the double doors and proceed to the assembly point.

NOTTING HILL PREP

LOWER SCHOOL FIRST FLOOR LEARNING ENRICHMENT ROOM

In case of fire, sound the alarm by activating the alarm button situated to the left of the door.

On hearing the fire alarm sound,

- Escort all children directly out of the room, exit down the main staircase.
- Close the doors and windows behind you.

If the main staircase is blocked, exit by the fire escape. Turn left go through the fire door and down the corridor into the far right-hand class room and down the fire escape. Cross the hall, go through the fire doors and proceed to the assembly point.

NOTTING HILL PREP

LOWER SCHOOL FIRST FLOOR CLASSROOMS (OTHER THAN WITH FIRE ESCAPE), READING ROOM AND PIANO ROOM

In case of fire, sound the alarm by activating the alarm button situated through the fire doors on the main staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom, go down the main staircase.
- Close windows and doors behind you.
- Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If the main staircase is blocked, exit by the fire escape in the far-right hand classroom and go down the fire escape. Cross the hall, go through the fire doors proceed to the assembly point.

NOTTING HILL PREP

LOWER SCHOOL FIRST FLOOR HEAD OF LOWER SCHOOL'S OFFICE

In case of fire, sound the alarm by activating the alarm button situated through the fire doors on the main staircase.

On hearing the fire alarm sound,

- Escort all visitors and children directly out of the office, go down the main staircase.
- Close windows and doors behind you.
- Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If the main staircase is blocked, exit by the fire escape in the far-right hand classroom and go down the fire escape. Cross the hall, go through the fire doors and proceed to the assembly point.

NOTTING HILL PREP

LOWER SCHOOL MEZZANINE LIBRARY

In case of fire, sound the alarm by activating the alarm button situated on the main staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom, go down the main staircase.
- Close the doors behind you.
- Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If the main staircase is blocked, exit by the fire escape, either on the floor above the mezzanine room or on the floor below. Proceed to the safest route, closing doors behind you. Go down the fire escape, cross the hall and proceed to the assembly point.

NOTTING HILL PREP

LOWER SCHOOL FIRST AND SECOND FLOOR CLASSROOMS WITH FIRE ESCAPE (F5 & S5)

In case of fire, sound the alarm by activating the alarm button situated next to the fire escape in the rear classroom.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom, down the fire escape.
- Cross the hall, go through the double doors and proceed to the assembly point.
- Close all doors behind you.

If the fire escape is unsafe, exit to the corridor, closing the door behind you, go along the passage, through the fire door, down the main staircase. Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

NOTTING HILL PREP

**LOWER SCHOOL TOP FLOOR CLASSROOMS (OTHER THAN WITH FIRE ESCAPE),
FINANCE/ADMISSIONS OFFICE, HR/SCHOOL DEVELOPMENT OFFICE AND HEAD OF FINANCE'S
OFFICE.**

In case of fire, sound the alarm by activating the alarm button situated through the fire doors on the main staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom, through the fire doors, across the landing to the main staircase.
- Close the doors behind you.
- Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If the main staircase is blocked, exit by the fire escape in the back right classroom. Go down the fire escape, cross the hall, go through the double doors and proceed to the assembly point.

Top Floor Office Staff are responsible for checking toilets and common areas on exiting the building

NOTTING HILL PREP

LOWER SCHOOL TOP FLOOR STAFFROOM AND WORK AREA

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound, exit the room, closing the door behind you, “sweep” the top floor, checking the library and children’s toilets and all rooms before proceeding along the safest exit route, closing doors behind.

If the main staircase is blocked, exit by the fire escape. First check the children’s loo, then go left down the corridor, through the fire doors, into the right hand class room and down the fire escape. Cross the hall, go through the double doors and proceed to the assembly point.

NOTTING HILL PREP: JCB Building

Assembly point is Newton Centre Playground

JCB – GROUND FLOOR RECEPTION – NG2

In case of fire, sound the alarm by activating the alarm button situated next to the nearest staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the area to exit by the main door by Reception.
- Close the doors behind you.
- Exit the site and walk to the assembly point in the Newton Centre playground via the passage behind the Youth Centre.

If the main Reception exit is not clear, the building should be exited either through NG5 or the Ladbroke Grove exit and walk round to assemble in the Newton Centre playground.

The School Secretary (JCB) should go through the fire door and attend to the Ladbroke Grove exit, on passing, checking that all toilets are clear. At the Ladbroke Grove exit they should take the walkie-talkie to liaise with the assembly point if necessary. They should wait at the Ladbroke Grove exit until the Fire brigade arrive. They should ensure no child leaves from that exit without a teacher. If a child does arrive on his/her own the teacher must stay with the child until another teacher arrives and instruct them to take the pupil to the assembly point. If no teacher arrives, they should call the assembly point and ask someone to come and escort the child.

The learning support teacher based in NG10 or NG11 should check all offices and rooms on the ground floor are cleared and proceed out of the NG5 exit, taking the walkie-talkie for communicating with the other Fire Wardens and wait at the JCB exit to ensure no one enters the building and to meet the fire brigade if they come to this exit.

NOTTING HILL PREP

JCB – GROUND FLOOR CLASSROOM AND OFFICES – NG1, NG3, NG8, NG9, NG10

In case of fire, sound the alarm by activating the alarm button situated next to the nearest staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the main door by Reception
- Close the doors behind you.
- Exit the site and walk to the assembly point in the Newton Centre playground via the passage behind the Youth Centre.

If the main Reception exit is not clear, the building should be exited through either via the NG5 exit or the Ladbroke Grove exit and walk round to assemble in the Newton Centre playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

The first staff member to leave by the main exit should take the registers and walkie-talkie to the assembly point. These should be given to the Fire officer on duty at the assembly point, if the fire officer has not arrived, the teacher should take his/her class to their assembly point, check they are all there before handing registers to other classes.

NOTTING HILL PREP

JCB - GROUND FLOOR CLASSROOMS – NG4, NG5, NGX

In case of fire, sound the alarm by activating the alarm button situated by the music room fire exit.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the NG5 fire door.
- Close the doors behind you.
- Exit the site via the main (wooden) gate and walk to the assembly point in the Newton Centre playground

If the NG5 exit is not clear, the building should be exited by the main door by Reception or via the Ladbroke Grove door and walk round to assemble in the Newton Centre playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

NOTTING HILL PREP

JCB - FIRST FLOOR CLASSROOM – NF4, NF5

In case of fire, sound the alarm by activating the alarm button situated next to the fire exit in the corridor.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom,
- Close the doors behind you.
- Go out of the fire exit onto the roof passage and through the end fire door to exit by the pink staircase
- Proceed down the pink staircase and exit by the Ladbroke Grove exit.
- Walk round to assemble in the Newton Centre playground

If the pink staircase is blocked, exit by the blue staircase through the fire doors. Exit the building via the Reception door and assemble in the Newton Centre playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

Members of staff not teaching at the time of the alarm should check the toilets and changing rooms are clear before exiting the building.

NOTTING HILL PREP

JCB - FIRST FLOOR SCIENCE ROOM – NF3

In case of fire, sound the alarm by activating the alarm button situated next to the fire exit in the corridor.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom,
- Before leaving, press the red button to the left of the door to shut down gas supply
- Close the doors behind you.
- Go out of the fire exit on to the roof passage and through the end fire door to exit by the pink staircase
- Proceed down the pink staircase and exit by the Ladbroke Grove exit.
- Walk round to assemble in the Newton Centre playground

If the pink staircase is blocked, exit by the blue staircase through the fire doors. Exit the building via the Reception door and assemble in the Newton Centre playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors. In the science lab, if there is time, switch off the gas mains.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

Members of staff not teaching at the time of the alarm should check the toilets and changing rooms are clear before exiting the building.

NOTTING HILL PREP

JCB - FIRST FLOOR CLASSROOMS – NF1, NF2

In case of fire, sound the alarm by activating the alarm button situated next to the staircase

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the blue staircase.
- Close the doors behind you.
- Proceed down the blue staircase and exit by the main door by Reception.
- Exit the site and walk to the assembly point in the Newton Centre playground via the passage behind the Youth Centre.

If the blue staircase is blocked, exit by the pink staircase through the fire doors. Exit the building via the Ladbroke Grove door and walk round to the Newton Centre playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

Members of staff not teaching at the time of the alarm should check the toilets and changing rooms are clear before exiting the building.

NOTTING HILL PREP

JCB – FIRST AND SECOND FLOOR CHANGING ROOMS

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the changing room to exit by the pink staircase.
- Close the doors behind you.
- Exit the building via the Ladbroke Grove door and walk round to the Newton Centre playground.

If the pink staircase is blocked, exit by the blue staircase through the fire doors and exit by the main door by Reception. Assemble in the Newton Centre playground.

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

NOTTING HILL PREP

JCB - SECOND FLOOR CLASSROOMS – NS1, NS2, NS3

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the blue staircase.
- Close the doors behind you.
- Proceed down the blue staircase and exit by the main door by Reception.
- Exit the site and walk to the assembly point in the Newton Centre playground via the passage behind the Youth Centre.

If the blue staircase is blocked, exit by the pink staircase through the fire doors. Exit the building via the Ladbroke Grove door and walk round to the Newton Centre playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

Members of staff not teaching at the time of the alarm should check the toilets and changing rooms are clear before exiting the building.

NOTTING HILL PREP

JCB - THIRD FLOOR CLASSROOM AND STAFF ROOM – NT1, NT2

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the blue staircase.
- Close the doors behind you.
- Proceed down the blue staircase and exit by the main door by Reception.
- Exit the site and walk to the assembly point in the Newton Centre playground via the passage behind the Youth Centre.

If the blue staircase is blocked, exit by the pink staircase through the fire doors. Exit the building via the Ladbroke Grove door and walk round to the Newton Centre playground.

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

NOTTING HILL PREP

JCB – NT3, NF6

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all visitors and children directly out of the office to exit by the pink staircase.
- Close the doors behind you.
- Exit the building via the Ladbroke Grove door and walk round to the Newton Centre playground.

If the pink staircase is blocked, exit by the blue staircase through the fire doors and exit by the main door by Reception. Assemble in the Newton Centre playground

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

NOTTING HILL PREP

JCB – NS4 – STAFF WORK ROOM

In case of fire, sound the alarm by activating the alarm button situated in the corridor next to the staircase.

On hearing the fire alarm sound,

- Escort all visitors and children directly out of the office to exit by the pink staircase.
- Close the doors behind you.
- Exit the building via the Ladbroke Grove door and walk round to the Newton Centre playground.

If the pink staircase is blocked, exit by the blue staircase through the fire doors and exit by the main door by Reception. Assemble in the Newton Centre playground.

If you are not teaching at the time of the alarm, you should check the toilets are clear before exiting the building.

NOTTING HILL PREP

JCB BASEMENT

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the basement, out of the fire exit door, up the stone stairs.
- Close the doors behind you.
- Exit the site and assemble in the Newton Centre playground

If the fire exit is blocked, exit by the pink staircase. Exit the building via the Ladbroke Grove door and walk round to the Newton Centre playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait on the stairs along the wall, the teacher should check the room and then follow the class out, shutting the door behind you. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

NOTTING HILL PREP

JCB KITCHEN

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Exit via the pink stair case
- Push the emergency gas stop button before exiting
- Close the doors behind you
- Exit via the Ladbroke Grove door
- Walk round to the assembly point in the Newton Centre playground

If the fire exit is blocked, exit by the fire exit in the basement and go to the assembly point in the Newton Centre playground.

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

NOTTING HILL PREP: PGB Building

Assembly point is Portobello Green

PGB – GROUND FLOOR RECEPTION

In case of fire, sound the alarm by activating the alarm button

On hearing the fire alarm sound,

- Staff escort all children directly out of the area to exit by the main door in Reception.
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green.

If the main Reception exit is not clear, the building should be exited either via the main staircase and the exit to Ladbroke Grove or via the main staircase and the exit through Bay 42.

If there are two teachers present, the first teacher must lead the children to safety, the second should assist with taking the registers and walkie-talkie to the assembly point to be given to the Fire officer on duty at the assembly point.

The School Secretary (PGB) should go through the main door and attend to the Thorpe Close exit, At the Thorpe Close exit they should take the walkie-talkie to liaise with the assembly point if necessary. They should wait at the Thorpe Close exit until the Fire Brigade arrive. They should ensure no child leaves from that exit without a teacher. If a child does arrive on his/her own the secretary must stay with the child until a member of staff arrives to take the pupil to the assembly point. If no teacher arrives, the secretary should call the assembly point and ask someone to come and escort the child.

The fire marshal will nominate a **second member of staff (ideally another member of SLT if present)** who should go to the Ladbroke Grove exit door. Ensuring children are escorted from the building by an adult and providing an extra layer of security if a passer-by wishes to enter the school or a child attempts to re-enter during an alarm.

The Fire Marshal takes the registers, walkie-talkie and iPad to the assembly point.

NOTTING HILL PREP

PGB - GROUND FLOOR CLASSROOM (PG01) and WORKROOM (PG02)

In case of fire, sound the alarm by activating the alarm button

On hearing the fire alarm sound,

- Staff escort all children directly out of the area to exit by the main door in Reception.
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green.

If the main Reception exit is not clear, the building should be exited either via the main staircase and the exit to Ladbroke Grove or via the main staircase and the exit through Bay 42.

NOTTING HILL PREP

PGB - FIRST FLOOR CLASSROOMS (PF07, PF09)

In case of fire, sound the alarm by activating the alarm button situated outside PF03

On hearing the fire alarm sound,

- Staff escort all children directly down the main stone staircase to the exit by the main door in Reception.
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green

If the main Reception exit is not clear, the building should be exited either via the main staircase and the exit to Ladbroke Grove or via the main staircase and the exit through exit through Bay 42.

NOTTING HILL PREP

PGB - FIRST FLOOR OFFICES (PF02, PF04, PF05, PF06), BOARD ROOM (PF03) STAFF ROOM (PF08)

In case of fire, sound the alarm by activating the alarm button situated outside PF03

On hearing the fire alarm sound,

- Help to escort any children directly down the main stone staircase to the exit by the main door in Reception.
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- Staff not teaching a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm

If the main Reception exit is not clear, the building should be exited either via the main staircase and the exit to Ladbroke Grove or via the main staircase and the exit through Bay 42.

NOTTING HILL PREP

PGB - FIRST FLOOR DINING ROOM (PF01)

There are two primary fire exit points: staircase to Ladbroke Grove fire exit and main staircase to the Main reception exit on Thorpe Close

In case of fire, sound the alarm by activating the alarm button situated outside PF03

On hearing the fire alarm sound,

- Pupils will exit via the Ladbroke Grove staircase
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- Staff not teaching/supervising a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm.
- Between 12-2 both exits will be in use – Older Year group to exit via main exit and younger year group to exit via Ladbroke Grove exit.

If neither exit is clear, the building should be exited through Bay 42 (Classrooms PF17, PF18, PF19).

If there are two or more teachers present, one teacher must lead the children to each exit point,

If there is only one teacher present, deputise a member of the kitchen staff to assist with evacuation.

NOTTING HILL PREP

PGB - FIRST FLOOR CLASSROOMS (PF11, PF13, PF14)

In case of fire, sound the alarm by activating the alarm button

On hearing the fire alarm sound,

- Escort all children either directly through Bay 42 or via the stone steps to the fire exit onto Thorpe Close
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- Staff not teaching/supervising a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm.

If the designated fire exit is not clear, the building should be exited via the main staircase and the exit through Reception to Thorpe Close

NOTTING HILL PREP

PGB - FIRST FLOOR OFFICES (PF10, PF16) and MUSIC PRACTICE ROOMS (PF12, PF15)

In case of fire, sound the alarm by activating the alarm button

On hearing the fire alarm sound,

- Help to escort any children directly through Bay 42 to the fire exit onto Thorpe Close
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- Staff not teaching/supervising a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm.

If the designated fire exit is not clear, the building should be exited via the main staircase and the exit through Reception to Thorpe Close

NOTTING HILL PREP

PGB – Bay 42 Classrooms: PF17, PF18 and PF19

In case of fire, sound the alarm by activating the alarm button situated in the Gym (PF17)

On hearing the fire alarm sound,

- Help to escort any children directly through the Gym (PF17) to the fire exit onto Thorpe Close
- Check the toilets and the changing rooms adjacent to the gym
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- Staff not teaching/supervising a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm.

If the designated fire exit is not clear, the building should be exited via the main staircase and the exit through Reception to Thorpe Close

NOTTING HILL PREP

SERBIAN CHURCH - CRYPT

In case of fire, sound the alarm by activating the alarm button situated by the main entrance door.

On hearing the fire alarm sound,

- Exit the classroom
- Close the door behind you
- Walk to the assembly point in the OB front playground
- The teacher will confirm to the Serbian Church fire officer that all staff and pupils have safely evacuated the building

FIRE ALARM TEST PROCEDURE

Weekly call point tests are completed on a rolling basis for each site and recorded in the site Fire Log Book. Where the alarm is monitored, the monitoring provider is notified in advance in accordance with the agreed protocol.

- Activate the scheduled call point to confirm audibility and panel indication.
- Silence and reset the panel in accordance with the manufacturer's instructions.
- Reset the call point with the correct key and confirm the panel shows normal status (e.g., "System Healthy").
- Record the date, time, call point location, name of tester, and any defects/actions.

If a defect is identified, the Responsible Person ensures appropriate remedial action and, where required, puts interim controls in place.

APPENDIX 1**Notting Hill Preparatory School****Personal Emergency Evacuation Plan (PEEP) for pupils in schools**

Visitors who require assistance in an evacuation and parents of pupils with temporary or longer-term disabilities should inform the school of the need for assistance at the earliest possible opportunity and at least one day's notice should be given whenever possible. A PEEP form will be initiated and staff will be informed of the presence of the person requiring assistance via email. Staff will also be made aware of any specific responsibilities at times have on each day. This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil's or visitor's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the pupil's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:

- In the Pupil's personal records
- By the Head of Finance (Responsible Person for Fire Safety)
- By the Competent Person for Fire Safety at the school (this may be the responsible person in some schools)
- By the Class teacher
- In the Fire Log Book

Note: This plan must be reviewed on an annual basis (at least), should be kept by the fire evacuation pack and be visible from the School Secretary's desk. It should be reviewed when a significant change in circumstances (of the building or pupil) is anticipated or identified.

Pupil's Name:			
Class Room Number or Name:			
Location of classroom in building:			
Teacher's Name:		Tel: Ext No:	
Date Completed:		Reviewed:	
Reviewed:		Reviewed:	

Name of Person who Completed this Form:	
Date Completed:	
Date of Next Review:	

Points to consider: In preparation for completing details in this form, consider the following; discuss with the parents/guardian and, if appropriate, the pupil.

Question	Answer	Comments
Does the pupil change classrooms during the course of the day, which takes them to more than one location within the building and other buildings?		
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?		
Does the pupil have any difficulties hearing the fire alarm?		
Are they likely to experience problems independently travelling to the nearest emergency exit?		
Does the pupil find stairs difficult to use?		
Are they dependent on a wheelchair or other walking aid for mobility?		
If the pupil uses a wheelchair would they have problems transferring from the wheelchair without assistance?		

A: Alarm System.

1. The pupil is able / unable to raise the alarm (delete as appropriate).

If the pupil is unable to raise the alarm independently, please detail alternative procedures

agreed. If able give brief description of how.

The pupil has been informed of an emergency evacuation by:

existing alarm system:	<input type="checkbox"/>	vibrating pager device:	<input type="checkbox"/>
visual alarm system:	<input type="checkbox"/>	other: (please specify)	<input type="checkbox"/>
Give Details:			

B: Exit Route Procedure (progress starting from when the alarm is raised and finishing on final exit).

C: Designated Assistance (details of all persons designated to assist in the evacuation plan and the nature of assistance to be provided by each).

D: Method of Assistance (e.g. transfer procedures, methods of guidance)

E: Equipment Provided (details of all equipment needed to execute the plan and its location).

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F: Training on use of equipment:

Date	Comments

G: Safe route(s) (description of all the safe routes that can be used).

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N.B. A copy of the building plan with routes clearly marked may be useful.

	Yes	No
Have the route(s) been travelled by the pupil and responsible person?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>
Has the equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of this form been sent to the person responsible for the fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire safety competent person informed all relevant staff of these arrangements? i.e. Class teacher, support assistant.	<input type="checkbox"/>	<input type="checkbox"/>

Record the length of time of practice evacuation. _____ mins

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If **No** to any of the above please explain:

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I (pupil/parent/guardian) am/are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above, (a parent is to sign this off on behalf of a minor):

Pupil Signature:		Date:	
Pupil Name:			
Parent Signature:		Date:	
Parent Name:			
Head of Finance Signature:		Date:	
Head of Finance Name:			

List of people who have received a copy of this completed document:

APPENDIX 2- Evacuation procedures by building

EVACUATION PROCEDURE, ROLES AND RESPONSIBILITIES: OB

	On hearing Fire Alarm	During and following evacuation	Job Title
Fire Marshal 1	Take laminated registers, a pen, walkie-talkie (ON CHANNEL 1) from Reception to Newton Centre.	Check pupil numbers, liaise with secretaries via walkie-talkie. Feedback to children at the end of the drill.	Head of Lower School/DH of LS
Fire Marshal 2	Go to double exit doors in OB Hall. Oversee exit by classes.	Take walkie-talkie and registers from OB Hall to NC. Time fire drill. Collate feedback/actions and brief staff following drill.	Head of Finance & Ops
Deputy Fire Marshal	<i>Deputise in absence for Fire Marshals.</i> Take walkie talkie	<i>Deputise in absence for Fire Marshals.</i>	Head of Org & Internal Ops
OB front gate supervisor	Take walkie-talkie to oversee exit by classes.	Remain at OB gate. Guide Fire Brigade if necessary.	School Secretary 1
OB Hall supervisor	Go to double exit doors in OB Hall. Oversee exit by classes.	Exit building after all pupils are clear. Go to Newton Centre assembly point.	Finance Assistant
Lancaster Road Crossing supervisor	Take High vis jacket and stand in road to allow safe crossing		Reception Class TA/ 1 st TA to cross road
Newton Centre Gate Supervisor	Take high vis jacket & walkie talkie, Inventory Device (iPad) and EpiPens/ Inhalers. Oversee entry by classes.		School Secretary 2
Fire Warden	Check 1 st /2 nd floor toilets & common areas. Collect Inventory iPad from School Sec on OB gate and take to NC.	Go to Newton Centre assembly point. Check staff numbers.	Top Floor Office/HR Staff
Teachers & TAs	Take laminated register, line up children and exit building as per table below. Headcounts to be done when exiting the classroom and the building	Take pupils to Newton Centre and line them up by class	Teachers & TAs
Peripatetic & specialist teachers	Exit building with child	Take child to Newton Centre	Peripatetic & specialist teachers

- The assembly point is the **NEWTON CENTRE PLAYGROUND**.
- Teachers conduct a register of the pupils in their form and check this against the laminated list with the Fire Marshal.
- Schools Secretaries to inform the admin teams of other buildings of Fire Alarm activation and then afterwards of All Clear

**Ensure that the app is activated before leaving the building to avoid wi-fi problems*

Exit via OB Front door Through OB Front gate onto Lancaster Road then cross and enter Newton Centre. G1 Head's office, admin office G2 G3 G4 G5 Ground floor kitchen/workroom	Exit via OB Side Door through OB Front gate onto Lancaster Road then cross and enter Newton Centre. F1 Learning Centre F2 Creative Arts Room F3 Reading Room F4 F6 F7 Piano room	F8 Head of Lower School office S1 Staffroom S2 HR office S2.5 School Development's office S3 Bursar's office S4 S6 M1 Library	Exit via OB Hall rear door Turn left, go through Fire Exit Door, exit via Elgin Mews along Ladbroke Grove. Turn Right into Lancaster Road, then cross and enter Newton Centre. PE Office OB Hall F5 S5
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EVACUATION PROCEDURE, ROLES AND RESPONSIBILITIES: **JCB**

	Initial position and responsibilities	Final position and responsibilities	Job title
Fire Marshal 1	Take fire folder, walkie-talkie (on channel 1) and EpiPens from Reception to Newton Centre. Open Newton Centre gate.	In Newton Centre, check pupil numbers and delegate a member of staff to check staff numbers. Liaise with secretaries via walkie-talkie. Feedback to children at the end of the drill.	Head of Middle School Deputy Head Pastoral
Lancaster Road entrance/exit	Take walkie-talkie (on channel 1). Set up InVentry device* and give to Fire Marshal as they exit. Pavement entry point on Lancaster Road.	Stay at gate and prevent entry onto site. Direct fire brigade if necessary.	School secretary 1
Ladbroke Grove entrance/exit	Take walkie-talkie (on channel 1). Pavement entry point on Ladbroke Grove. Guide individual students coming from pink stairs to a form.	Stay at entrance and prevent entry onto site. Direct fire brigade if necessary.	School secretary 2
Fire Warden		Check toilets and common areas.	2 nd floor teachers
Teachers & TAs	Line up children and exit building as per table below.	Take pupils to Newton Centre and line them up by form. Take the register.	Teachers & TAs
Peripatetic & specialist teachers	Exit building as per table below with child/ren.	Take child/ren to Newton Centre.	Peripatetic & specialist teachers

- The assembly point is the **NEWTON CENTRE PLAYGROUND**.
- Schools Secretaries to inform the admin teams of other buildings of Fire Alarm activation and then afterwards of All Clear.
- If a year group is being taught in sets, the Fire Marshal will delegate staff to organise the children into forms, and check the registers.
- *Ensure that the InVentry app is activated before leaving the building to avoid wi-fi problems.*

Exit via Ladbroke Grove exit	Exit via JCB Reception	Exit via Lancaster Road exit
<p>Exit corridor via door opposite Science Room Descend via pink staircase Collect fire pack from School Secretary on the door and exit building onto Ladbroke Grove Turn left onto Lancaster Road, accessing Newton Centre Playground via the gate on Lancaster Road</p> <p>NF3 Science Room NF4 NF5 Meeting Room NF6 Wellbeing Room NT3 Third floor landing NS4 Staff Work Room</p> <p>Pupils in locker rooms on the first or second floor or in bathrooms on the ground or first floor, must also exit via the pink staircase.</p>	<p>Descend via blue staircase Exit building via JCB Front door and then turn immediate LEFT to Newton Centre playground</p> <p>NG1 NG2 JCB Reception NG3 Library NG8 Music practice room NG9 Middle School Head Office NG10 Nurse's office</p> <p>NF1 NF2 NS1 NS2 NS3 NT1</p> <p>NT2 Staffroom</p>	<p>Exit via NG5 Then via JCB exit on Lancaster Road Then enter Newton Centre Playground via Lancaster Road Entrance</p> <p>NG4 NG5 NGX JCB Hall JCB Kitchen</p> <p>Pupils in bathrooms on the ground floor must also exit via the pink staircase.</p> <p>Pupils in JCB Hall exit via the external staircase and then via the Lancaster Road.</p>

EVACUATION PROCEDURE, ROLES AND RESPONSIBILITIES: **PGB**

	On hearing Fire Alarm	After pupils are evacuated	Job title (if applicable)
Fire Marshal	Take laminated registers, a pen, walkie-talkie, InVentry device (iPad) and EpiPens/Inhalers from Reception to Portobello Green.	Check pupil and staff numbers, liaise with secretaries via walkie-talkie.	Head of Upper school Assistant Head of Upper School
PGB main exit supervisor	Take walkie-talkie and go to Main Exit	Stand at Main exit and prevent entry onto site, direct Fire Brigade if necessary	School Secretary
PGB side exit supervisor	Take walkie-talkie and go to Side Exit	Stand at Side exit and prevent entry into PGB, direct Fire Brigade if necessary	School Secretary
Bay 42 Exit supervisor	Go to Bay 42 Exit	Stand at Fire Exit door to Bay 42 and prevent entry into PGB	Nominated by Fire Warden
Fire Warden		Check Toilets and Common Areas	DHA
Teachers & TAs	Line up children and exit building as per table below	Take pupils to Portobello Green and line them up by form. Take the register.	Teachers & TAs
Peripatetic & specialist teachers	Exit building with child	Take child to Portobello Green	Peripatetic & specialist teachers

- The assembly point is **PORTOBELLO GREEN**
- Teachers conduct a register of the pupils in their form and check this against the laminated list with the Fire Marshal.
- Schools Secretaries to inform the admin teams of other buildings of Fire Alarm activation and then afterwards of All Clear
- *Ensure that the app is activated before leaving the building*

Exit via PGB Front door	Exit via Bay 42 Fire exit	Exit via Side door onto Ladbroke Grove (Front Door too if Diner full)
<p>PG01 Art/DT Room PG02 Workroom PGB Office Reception PF02 Catering office PF03 Board room PF04 Staff workroom PF05 Office PF06 Office PF07 PF08 Staff room PF09</p>	<p>PF10 Office PF11 PF12 Music practice room PF13 PF14 STEM Room PF15 Music practice room PF16 Upper School SENCO Office PF17 Science Lab/Y7 Form Room PF18 Form Room PF19 Form Room</p>	<p>PGB Diner PGB Kitchen</p> <p>Between 12pm and 2pm both exits will be in use: Older Year group will exit via main stairs and on to Thorpe Close.</p> <p>Younger Year group will exit via side stairs on to Ladbroke Grove then turn right on to Thorpe Close</p>