

ALTRINCHAM PREPARATORY SCHOOL

Fire Safety Policy

Author:	Mrs Denise Barber – Business Operations Manager
Responsible Person:	Mr Nick Vernon – Headmaster
Date of last review:	February 2026
Summary of changes:	Assembly point locations and out of hours evacuations added
Date of next review:	February 2028

This policy applies to Altrincham Preparatory School, including the EYFS. It is available to current and prospective parents upon request and is published on the School's website.

1. SCOPE

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

2. OBJECTIVES

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

3. GUIDANCE

- 3.1 The School's priority is to minimise the risk to life and to reduce injury through maintaining the physical fire safety integrity of the School, by ensuring that staff, pupils, visitors and contractors do not add to the fire risk and through safe evacuation of School buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at APS are designed to help the School's community to respond calmly and effectively in the event that a fire breaks out in one of the buildings.
- 3.2 The School has in place procedures for:-
 - a. carrying out fire risk assessment
 - b. preventing fires
 - c. evacuation in the event of a fire
 - d. maintaining and checking all fire detection, alarm and fighting systems
 - e. implementing safe systems of work and hot work permits where applicable.
- 3.3 The School's Fire Safety Manager is Mr Alan Hurst, Governor with responsibility for Health and Safety. The Fire Safety Manager has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-
 - a. posting a copy of the fire map in the entrance area of the School buildings
 - b. bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions
 - c. providing at least one trained Fire Warden in every building.

4. FIRE RISK ASSESSMENT

- 4.1 All of the School's premises will be subject to a fire risk assessment. This will be conducted by an external consultant and handed to the Business Operations Manager, Mrs Denise Barber, who will liaise with the Fire Safety Manager on the results of the risk assessment.
- 4.2 The fire risk assessment will be reviewed and/or updated every year or following a fire incident/emergency.
- 4.3 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 4.4 Regular assessments will be made by staff, including the Fire Safety Manager, Fire Wardens and Site Manager to ensure that the walkways are kept clear of obstruction and tripping hazards.

5. FIRE DETECTION

Each of the School's premises is equipped with adequate fire detection. The detection equipment is maintained and regularly checked by competent persons. Records of these checks are kept by the Business Operations Manager.

6. FIRE ALARM

- 6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

- 6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Site Manager. The alarm will be activated using a different activator point each week, where this is practicable.
- 6.3 The sound of the fire alarm is a continuous two tone alarm.
- 6.4 The fire alarm system will be serviced six monthly by a competent contractor (eg ISO 9001 / BAFE).
- 6.5 Records of these tests and servicing are maintained in a fire log book held by the Business Operations Manager.

7. FIRE FIGHTING EQUIPMENT

- 7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.
- 7.2 Fire extinguishers/fire blankets will be serviced by a competent contractor annually and the service date recorded on each extinguisher/fire blanket.
- 7.3 Records of testing and servicing of emergency lights will be held by the Business Operations Manager.

8. EMERGENCY LIGHTING

- 8.1 Emergency lighting is installed in the School where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- 8.2 The School's emergency lighting will be tested monthly (charge & illumination) by the Site Manager. An hour discharge test and an annual full discharge test will be conducted by a competent contractor.
- 8.3 Records of testing and servicing of emergency lights will be held by the Business Operations Manager.

9. EMERGENCY PROCEDURES

- 9.1 Written emergency procedures will be provided to all staff, visitors and contractors. These written instructions will include procedures in the event of a fire.
- 9.2 Notices are displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. An example notice is included at Appendix 1 to this guidance.

Assembly Point – Marlborough Road – School field
Assembly Point – Highbury – Bellfield Tennis Court
Assembly Point – Bank Place – Bellfield Tennis Court
- 9.3 There are adequate means of escape for all occupants of the School premises. These means of escape will be clearly signed with pictograms.
- 9.4 The means of escape are regularly inspected by the Site Manager and Assistant Site Manager to ensure they are kept clear of obstructions and tripping hazards.
- 9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the School Office when notified. Example arrangements are included at Appendix 2 to this guidance.
- 9.6 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 and the taking of the class register 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 Senior Leadership Team member on duty. It is the responsibility of the Senior Leadership Team member to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. No-one is to return to the building until the all clear is given by the Fire and Rescue

Services. In the event of a false alarm, no-one is to return to the building until instructed to do so by a senior member of staff.

- 9.7 The School Office is manned between 8.00am and 5.00pm during weekdays in term-time. The master panel that shows the fire zones on the networked alarm system in the School buildings are physically located in: a) the visitor entrance at Marlborough Road, b) the pupil entrance at Highbury and c) the main entrance at Bank Place. Advance warning of fire drill practices is given to the Headmaster, Business Operations Manager and Site Manager. Advanced notice is only given to class teachers for the first fire drill practice of the School year. If the alarm goes off and there is visible signs of a fire then staff have standing instructions to immediately summon the Fire and Emergency Services. The fire alarm is linked to a monitoring centre who will call the key holder (West Valley Security) should the fire alarm sound during normal operating hours, if the alarm sounds out of hours, they will call the Fire and Emergency Service.
- 9.8 Fire drills are held every term at the School. Written records of fire evacuation drills are maintained in the fire log book which is kept by the Business Operations Manager.
- 9.9 The evacuation procedures are provided to any external persons hiring the premises outside of normal operating hours or during school holidays.

10. FIRE TRAINING

10.1 Staff are informed on an annual basis on:-

- a. action to take if they discover a fire, including how to activate the fire alarm;
- b. action to take on hearing the alarm, including location and use of exits and escape routes.

10.2 Pupils will be informed of exits and escape routes at the beginning of the School year and as a fire drill is completed each term.

10.3 Fire Wardens will be trained in:-

- a. emergency evacuation procedures;
- b. use of fire extinguishers;
- c. emergency procedures;
- d. how to spot fire hazards;
- e. the provision of "safety assistance" in the event of a fire.

Fire Wardens will receive annual refresher training.

10.4 Visitors and contractors:-

- a. On arrival at the School all visitors/contractors will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- b. For events with large numbers of attendees, such as open days, an announcement will be made at the beginning of the event regarding evacuation arrangements.

11. FIRE PREVENTION

11.1 The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Fire Safety Manager, Business Operations Manager and Site Manager and Fire Wardens will:-

- a. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc).
- b. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- c. Maintain awareness through training and refresher training of the preventative steps that need to be taken.
- d. Consult regularly with the Fire Wardens.
- e. Include fire prevention and evacuation procedures during the induction process with all new starters.

- f. Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.
- g. Ensure fixed fire testing, portable appliance testing and gas safety checks/servicing are carried out as appropriate by competent persons. Records of these checks are held by the Business Operations Manager.

12. FIRE RECORDS

Records are kept by the Business Operations Manager of all training, risk assessments, inspections, evacuations and maintenance of systems and equipment.

The following fire action notices are displayed around each School site:



Appendix 2: Disabled Staff, Pupils or Visitors

The School will ensure a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff and visitors is carried out upon entering the School. A Personal Emergency Evacuation Plan (PEEP) will also be completed for the disabled person.

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	
Name:	
Capacity in School:	Pupil / Staff / Visitor (delete as appropriate)
Buildings Covered by this plan:	Bank Place / Highbury / Marlborough Road (delete as appropriate)

ALARM SYSTEM:		
I am informed of an emergency by: (tick all that apply)		
Existing Alarm System	<input type="checkbox"/>	Any other notes or comments:
Visual Alarm System	<input type="checkbox"/>	
My carer or buddy	<input type="checkbox"/>	
Other: Please specify	<input type="checkbox"/>	

DESIGNATED ASSISTANCE:		
The following people have been designated to give assistance when I need to get out of a building:		
Name(s)	Contact Phone Number	
We have decided on a pre-arranged meeting point for all locations as follows:	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT PROVIDED:		
I need to use the following equipment: (please tick all that apply)		
Evacuation Chair	<input type="checkbox"/>	Any other notes or comments: Training needed? Y/N
Vibrating Pager (Deaf Alerter System)	<input type="checkbox"/>	
Other: Please specify below	<input type="checkbox"/>	
None required	<input type="checkbox"/>	
I need the equipment as listed above to be available in the following places:		

CONFIRMATION OF USE OF EQUIPMENT :	YES	NO
The use of the equipment I need has been explained to me		
I would like further training on the use of evacuation equipment		

EVACUATION PROCEDURE:	
These are step by step instructions beginning from the sound of the first alarm:	
1.	
2.	
3.	
4.	

AWARENESS OF PROCEDURE:		
I have received a copy of information about the emergency evacuation procedures in:		
In Braille		Any other notes or comments:
In British Sign Language		
In print		
In large print		
On Disk		
Other – see opposite		

CONFIRMATION OF RECEIPT AND USE OF PEEP:	
I understand that I am responsible for keeping my PEEP as accurate as possible and drawing attention to changes in circumstance that should prompt a review.	
The data provided by you on this form will only be available to APS staff, who may need to use it for the purpose of ensuring your health and safety whilst you are at the School. It may also be shared with the emergency services if necessary. It will be stored in accordance to the Data Protection Policy.	
I understand the above notice and give my consent to my data being shared as detailed above My Teacher/Line Manager or contact for this is:	
Signature of Pupil/ Staff/Visitor :	Signature of Teacher/Line Manager/Contact:

FIRE EVACUATION PLAN – ALTRINCHAM PREPARATORY SCHOOL

HIGHBURY

Action on discovering a fire

- Raise the alarm by operating one of the manual call points and/or shouting "FIRE FIRE FIRE"
- Attempt to tackle the fire **ONLY** if trained and if it is safe to do so
(Small fire, clear escape, only discharge one extinguisher)
- Leave by the nearest available exit to the assembly point (tennis court on Bellfield).

Action on hearing the alarm – all persons except Fire Wardens

- Do not stop to collect personal belongings
- Close windows and doors if it does not cause undue delay
- Escort any visitors and leave by the nearest available exit and go to the assembly point (tennis court on Bellfield).
- Teachers – take all children out of the building using the nearest available exit to the assembly point (tennis court on Bellfield), carry out a head count and take the register, report any missing persons to the Senior Leadership Team or Fire Warden.
- Other staff – exit the building using the nearest available exit to the assembly point (tennis court on Bellfield), report any missing adults to the Senior Leadership Team or Fire Warden.
- Do not return to the building until given the all clear by the Fire and Rescue Services. In the event of a false alarm, no-one is to return to the building until instructed to do so by a senior member of staff.

Action on hearing the alarm – Nominated Fire Wardens

- Check which zone has been activated by viewing the alarm panel (Fire Warden sweeping the ground floor only).
- Sweep area agreed as per below plan.* So far as is possible without taking risks, check that all areas of your floor are clear of people, including stores, toilets and kitchen areas. If there are two fire wardens on duty, divide the search between you if the opportunity arises.
- Once the building is clear, go to the assembly point (tennis court on Bellfield) closing doors behind you.
- Meet the Senior Leadership Team at the Fire Assembly point and confirm
 - Areas not able to be checked
 - Any signs of fire observed,
- Prevent people from re-entering the building until the Fire and Rescue Services confirm that the building is safe.

Action on hearing the alarm – Senior Leadership Team

- Instruct the office to advise the monitoring station/West Valley Security that the alarm activation is not a drill/false alarm.
- Check with staff for any persons not accounted for.
- Check with the Fire Wardens for any areas not checked, any signs of fire and the activated alarm zone
- Meet the Fire and Rescue Services and report any persons who remain in the building, report on;
 - Areas not able to be checked
 - Any signs of fire observed, and the zone indicated on the panel
 - The location of any hazards to the Fire and Rescue Services e.g. flammable substances

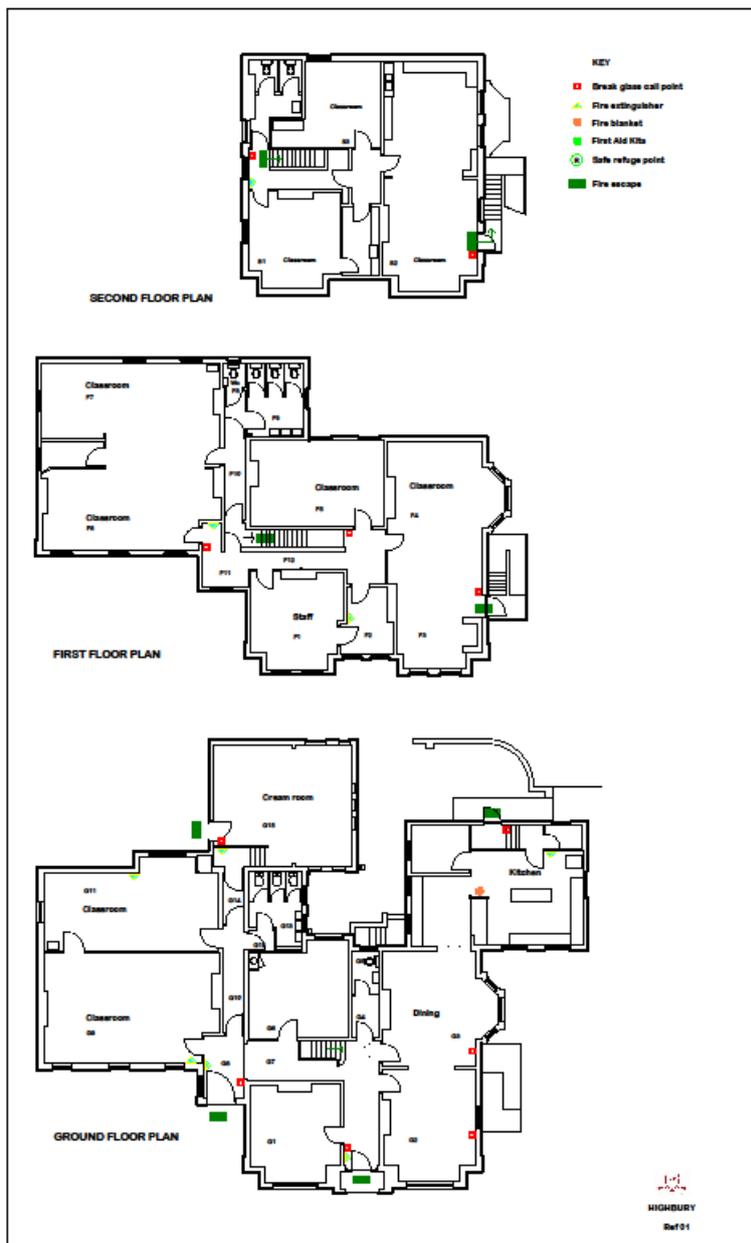
- Prevent people from re-entering the building until the Fire and Rescue Services confirm that the building is safe.

*Highbury Fire Warden Plan

Fire Warden 1 – search ground floor and check zone activated on alarm panel

Fire Warden 2 – search first floor

Fire Warden 3 – search second floor



FIRE EVACUATION PLAN – ALTRINCHAM PREPARATORY SCHOOL

BANK PLACE

Action on discovering a fire

- Raise the alarm by operating one of the manual call points and/or shouting "FIRE FIRE FIRE"
- Attempt to tackle the fire **ONLY** if trained and if it is safe to do so
(Small fire, clear escape, only discharge one extinguisher)
- Leave by the nearest available exit to the assembly point (tennis court on Bellfield).

Action on hearing the alarm – all persons except Fire Wardens

- Do not stop to collect personal belongings
- Close windows and doors if it does not cause undue delay
- Escort any visitors and leave by the nearest available exit and go to the assembly point (tennis court on Bellfield).
- Teachers – take all children out of the building using the nearest available exit to the assembly point (tennis court on Bellfield), carry out a head count and take the register, report any missing persons to the Senior Leadership Team or Fire Warden.
- Other staff – exit the building using the nearest available exit to the assembly point (tennis court on Bellfield), report any missing adults to the Senior Leadership Team or Fire Warden.
- Do not return to the building until given the all clear by the Fire and Rescue Services. In the event of a false alarm, no-one is to return to the building until instructed to do so by a senior member of staff.

Action on hearing the alarm – Nominated Fire Wardens

- Check which zone has been activated by viewing the alarm panel (Fire Warden sweeping the ground floor only).
- Sweep area agreed as per below plan.* So far as is possible without taking risks, check that all areas of your floor are clear of people, including stores, toilets and kitchen areas. If there are two fire wardens on duty, divide the search between you if the opportunity arises.
- Once the building is clear, go to the assembly point (tennis court on Bellfield) closing doors behind you.
- Meet the Senior Leadership Team at the Fire Assembly point and confirm
 - Areas not able to be checked
 - Any signs of fire observed,
- Prevent people from re-entering the building until the Fire and Rescue Services confirm that the building is safe.

Action on hearing the alarm – Senior Leadership Team

- Instruct the office to advise the monitoring station/West Valley Security that the alarm activation is not a drill/false alarm.
- Check with staff for any persons not accounted for.
- Check with the Fire Wardens for any areas not checked, any signs of fire and the activated alarm zone
- Meet the Fire and Rescue Services and report any persons who remain in the building, report on;
 - Areas not able to be checked
 - Any signs of fire observed, and the zone indicated on the panel
 - The location of any hazards to the Fire and Rescue Services e.g. flammable substances

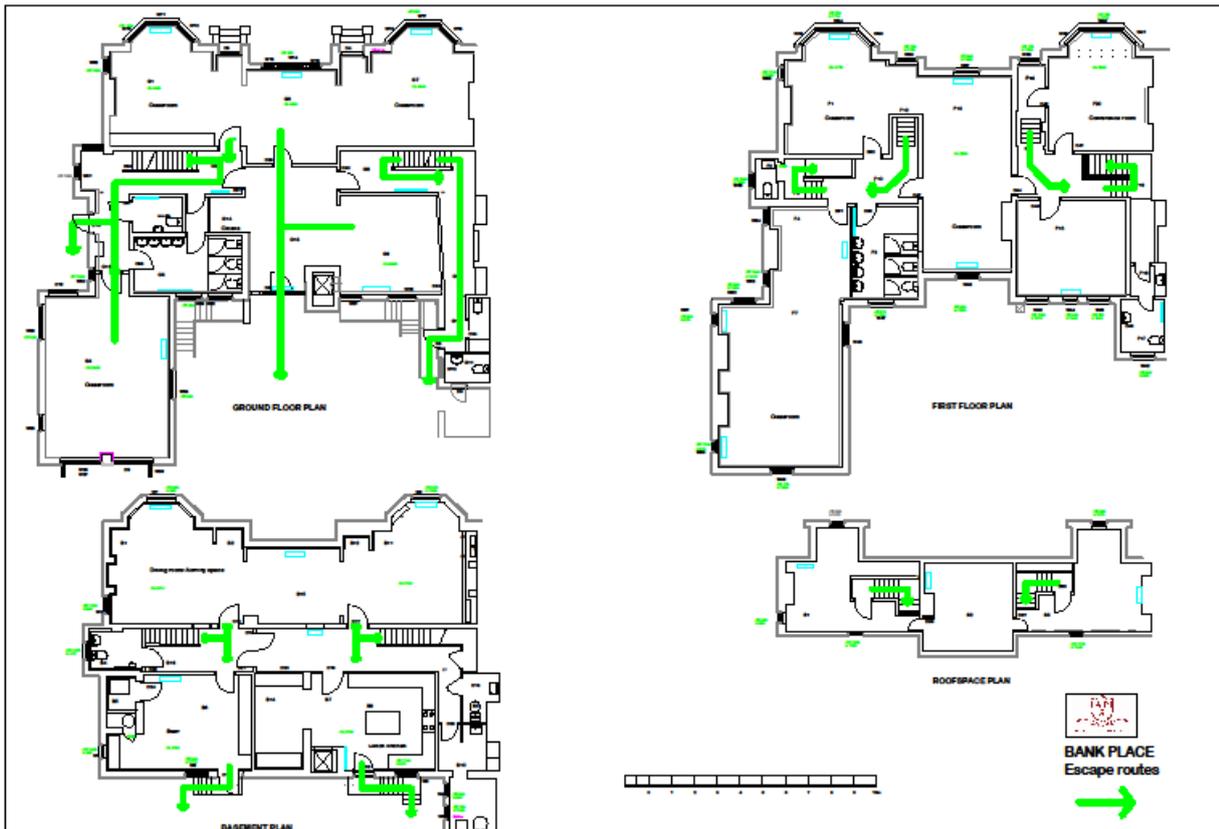
- Prevent people from re-entering the building until the Fire and Rescue Services confirm that the building is safe.

*Bank Place Fire Warden Plan

Fire Warden 1 – search lower ground floor

Fire Warden 2 – search ground floor and check zone activated on alarm panel

Fire Warden 3 – search second floor and roof space



FIRE EVACUATION PLAN – ALTRINCHAM PREPARATORY SCHOOL

MARLBOROUGH ROAD

Action on discovering a fire

- Raise the alarm by operating one of the manual call points and/or shouting "FIRE FIRE FIRE"
- Attempt to tackle the fire **ONLY** if trained and if it is safe to do so
(Small fire, clear escape, only discharge one extinguisher)
- Leave by the nearest available exit to the assembly point (school field).

Action on hearing the alarm – all persons except Fire Wardens

- Do not stop to collect personal belongings
- Close windows and doors if it does not cause undue delay
- Escort any visitors and leave by the nearest available exit and go to the assembly point (school field).
- Teachers – take all children out of the building using the nearest available exit to the assembly point (school field), carry out a head count and take the register, report any missing persons to the Senior Leadership Team or Fire Warden.
- Other staff – exit the building using the nearest available exit to the assembly point (school field), report any missing adults to the Senior Leadership Team or Fire Warden.
- Do not return to the building until given the all clear by the Fire and Rescue Services. In the event of a false alarm, no-one is to return to the building until instructed to do so by a senior member of staff.

Action on hearing the alarm – Nominated Fire Wardens

- Check which zone has been activated by viewing the alarm panel (Fire Warden sweeping the ground floor only).
- Sweep area agreed as per below plan.* So far as is possible without taking risks, check that all areas of your floor are clear of people, including stores, toilets and kitchen areas. If there are two fire wardens on duty, divide the search between you if the opportunity arises.
- Once the building is clear, go to the assembly point (school field) closing doors behind you.
- Meet the Senior Leadership Team at the Fire Assembly point and confirm
 - Areas not able to be checked
 - Any signs of fire observed,
- Prevent people from re-entering the building until the Fire and Rescue Services confirm that the building is safe.

Action on hearing the alarm – Senior Leadership Team

- Instruct the office to advise the monitoring station/West Valley Security that the alarm activation is not a drill/false alarm.
- Check with staff for any persons not accounted for.
- Check with the Fire Wardens for any areas not checked, any signs of fire and the activated alarm zone
- Meet the Fire and Rescue Services and report any persons who remain in the building, report on;
 - Areas not able to be checked
 - Any signs of fire observed, and the zone indicated on the panel
 - The location of any hazards to the Fire and Rescue Services e.g. flammable substances
- Prevent people from re-entering the building until the Fire and Rescue Services confirm that the building is safe.

*Marlborough Road Fire Warden Plan

Fire Warden 1 – search ground floor and check zone activated on alarm panel

Fire Warden 2 – search first floor

