



Document No. 20

Fire Safety Policy/Strategy & Emergency Evacuation Procedures 2025-26

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1. Scope

- 1.1 This policy is in compliance with Part 3 Welfare, Health and Safety of Pupils paragraph 12, Regulatory Reform (Fire Safety) Order 2005, as stated in the Independent School Standards Regulations (ISSR currently in force).
- 1.2 This policy is applicable to all premises under the control of DAVID GAME COLLEGE (the College) and describes the approach to the control of risk from fire.

2. Objectives

- 2.1 To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the College to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.
- 2.2 When planning and developing areas of the College we ensure we engage with Building Control and seek advice on fire safety and fire precaution measures and especially with reference to Building Bulletin 100 - Design for Fire Safety in Colleges.

3. Introduction

- 3.1 The College has in place procedures for:
 - a. carrying out fire risk assessment;
 - b. fire prevention through automated detection;
 - c. fire practice evacuations in the event of a fire;
 - d. evacuation in the event of a fire;
 - e. maintaining and checking all fire detection, alarm and fighting systems

4. Fire Risk Assessment

- 4.1 All of the College premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person to be determined by John Dalton.
- 4.2 The fire risk assessment will be reviewed and updated every year or in the event of significant changes to the building layouts or means of escape, occupancy or use of the building.
- 4.3 A copy of the fire risk assessment report will be available on site and employees' attention brought to any hazards found in the assessment.
- 4.4 Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 4.5 Regular assessments will be made by staff, including the Fire Marshals to ensure that the walkways are kept clear of obstruction and tripping hazards.
- 4.6 The College operates a no-smoking policy on the College site.

5. Emergency Contact

- 5.1 Some Pro-forma for emergency contact telephone numbers is issued to parents at the beginning of each academic year and this is to be completed and returned to the College Reception as soon as possible.
- 5.2 Notification of any change to these details must be reported to the College Reception. Every employee at the College has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a "disclaimer" must be signed.
- 5.3 Were there ever to be a disaster or crisis affecting the staff and/or students of the College, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress.

6. Fire Detection

- 6.1 Each of the College premises has adequate means of fire detection. The detection equipment is maintained and regularly checked by competent persons.

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7. Fire Alarm

- 7.1 Each of the College premises has an adequate means of raising the alarm in the event of fire.
- 7.2 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 Head of Security. The alarm will be activated using a different activator point each week, where this is practicable (in accordance with BS 5839-1:2013).
- 7.3 The fire alarm system will be serviced 3 monthly by a competent contractor (e.g. ISO 9001/ BAFE)
- 7.4 Records of these tests and servicing are maintained in a fire log book held by the Head of Security.

8. Action on Hearing a Fire Evacuation Alarm

- 8.1 The following actions should occur when anyone hears a fire evacuation bell:
 - a. **Evacuate** all buildings and carry out roll call
 - b. **Confirm** what has happened; allow emergency services to confirm false alarm
 - c. **Control** re-entering to buildings. The Head should investigate all false alarms, recording all details for record keeping purposes.
 - d. **Firefighting:** The aim is to evacuate the buildings as quickly as possible.
 - e. **NOTE: if fire alarm is activated the College is on RedCare – so fire brigade should automatically turn up. BUT there is an assumption that this will always work – so it is better that a dedicated Fire Marshall (Gold) should call 999 just in case.**

9. Fire Fighting Equipment

- 9.1 The fire risk assessment will determine the minimum level of firefighting equipment, which must be present in the College premises.
- 9.2 Fire extinguishers and other fire suppressant systems are serviced by a competent contractor annually and the service date recorded on each extinguisher.

10. Emergency Lighting

- 10.1 Emergency lighting is installed in the College where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- 10.2 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharged test by a competent contractor.
- 10.3 Records of testing and servicing of emergency lights will be maintained by the Head of Maintenance.

11. Emergency Procedures

- 11.1 Fire Action Notices are displayed in each building of the College premises detailing the action to take in the event of a fire. There may be different assembly points from the fire evacuation point depending on your location, staff should familiarize themselves with the assembly points that relate to their location. An example Fire Action Notice is included at Appendix 1 to this guidance.
- 11.2 There must be adequate means of escape for all occupants of the College premises. These means of escape will be clearly signed with illustrated maps of the building you are in.
- 11.3 The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.
- 11.4 Where disabled persons use the premises, specific arrangements are made to ensure they can escape in an emergency. For staff and students there will be a Personal Emergency Evacuation Plan (PEEP) completed, visitors will be catered for by the employee responsible for the visitor. An example PEEP is included at Appendix 2 to this guidance.
- 11.5 Teaching staff are responsible for escorting their students safely out of the building in a calm, quiet and 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

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senior staff member or 'Silver' Fire Marshal to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

- 11.6 Outside usual business hours, members of the Security Staff have standing instructions to summon the Fire and Emergency Services in the event of the fire alarms sounding outside these hours
- 11.7 Written records of fire drills and evacuation drills will be maintained in the fire log book which is kept by the Estates Manager. An electronic version is available to key personnel on the google shared drive.

12. Fire Training

- 12.1 Staff will be advised in:
 - a. action to take if they discover a fire, including how to activate a fire alarm;
 - b. action to take on hearing the fire alarm, including location of assembly points and the use of exits and escape routes.
- 12.2 Students are informed of exits, escape routes and assembly points.
- 12.3 Fire Marshals will be trained in:
 - a. emergency evacuation procedures;
 - b. use of fire extinguishers;
 - c. emergency procedures; and
 - d. how to spot fire hazards.
- 12.4 Visitors and contractors:
 - a. on arrival at the College, visitors will receive a leaflet advising them of basic actions to take in the event of a fire alarm or discovering a fire;
 - b. for events with large numbers of attendees, such as Graduation, plays and concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

13. Fire Prevention

- 13.1 The College 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 at the same time. John Dalton and John Eddings will:
 - a. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances);
 - 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 Marshals;
 - e. Include fire prevention and evacuation procedures during the induction process with all new starters – staff and students;
 - f. Pay close attention to the activities of contractors as appropriate;
 - g. All portable equipment is PAT tested in line with new assessments and legislative requirements.

14. Fire Records

- 14.1 Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

15. Allocation of Responsibilities

- 15.1 Responsibilities are as follows:

	Tasks	Comments
Proprietor	Responsible in law for what happens on the premises	Ensures the advisory board undertakes an annual review of the policy

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Responsible Person(s)	Plans, monitors and reviews the policy John Dalton and John Eddings (Fire Officers)	Day-to-day oversight of enforcement of policy and Fire H&S and training
Business Office	General oversight including supervision of the Health and Safety Officer	Risk and Issue Committee
Health and Safety Manager (HSM):	Implements the policy John Eddings and Fire Safety Team	Weekly Fire Alarm Tests (Point testing) and termly evacuation procedures Quarterly checks are done on smoke detectors – recorded (Global)
Fire Marshalls	Assist the Responsible Person in the Management of H&S including fire precautions	Members of staff appointed by the Principal
Employees	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work.	Staff assigned to take students and visitors registers
Visitors	Should be briefed on any H&S issues that will affect them, as required, when they are on site	Leaflet issued to visitors regarding safeguarding, first aid, health and safety, fire evacuation and smoking

16. Smoking

16.1 Responsibilities are as follows: Smoking can be a major source of fires. Smoking on the College's premises is totally prohibited in accordance with the law.

17. Practice evacuation

17.1 There will be a number of practice evacuations each term.

17.2 The aim of the practices is to familiarise students and staff with evacuation procedures.

17.3 A full evacuation is considered successful when a building is evacuated within 5-6 minutes.

17.4 It will be the responsibility of all staff to ensure they familiarize themselves with the evacuation route/procedure for each zone they visit or use.

17.5 All evacuation procedures are displayed at the fire exits.

17.6 The practice supervisor will set off the fire panel and monitor the time it takes to evacuate the buildings; these details are to be passed to the Responsible Person for record keeping purposes.

18. Annual Review

18.1 This policy will be reviewed annually as part of the H&S Annual Report to the proprietor and H&S board. Ad hoc reviews may occur during the year if deemed applicable.

19. Bombs and Hoaxes

19.1 **Postal bombs** are unlikely to be in large parcels, rather in flat packages. Staff should be on their guard for:

- a. The post mark – especially unusual, and any name/address of sender.
- b. The writing – especially of foreign style unknown to staff and students at the College.
- c. Stains – these could be sweating explosives.
- d. The smell – usually an aroma of marzipan or almonds indicate an explosive.
- e. The sound – if the parcel rattles, ticks, etc.

19.2 **Telephone Calls:** These are more of a common occurrence than parcels. All members of staff should be aware of the necessary procedures should they receive such a call:

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- a. Alert security/police immediately.
- b. Above all, be calm, listen carefully, and report exactly what is said

20. Prevention of Arson

- 20.1 People who are attracted to arson in Colleges often start their first fires by chance. This chance element can make it appear that arson is the hardest of all the security risks to control. With the number arson attacks on Colleges rising rapidly and the number of large fires also rising, some credence is given to this view.
- 20.2 Arsonists do not usually bring the method of starting the fire into the College – they are reliant on finding accelerants in the College to start the fire. There are few instances of arsonists seemingly tearing up books etc. The College policy on arson prevention is therefore:
 - a. As far as is practicable inflammable materials are locked away.
 - b. All waste bins are emptied regularly.
 - c. The Head of Security makes daily checks of the inside and outside of the building
- 20.3 On campus security is provided around the clock. CCTV staffed cameras, plus day security patrol.

Appendix 1: Emergency Evacuation Notice

All new staff and students, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit
2. If you are responsible for a class, ensure your students leave quietly and calmly with you. No one should talk or run. Make your way to the assigned assembly point. Teachers must keep their students within the class group and ask them to stay as a group to ensure accountability when at the Fire Assembly Point.
3. If you are teaching a class, take your register with you. Do not stop to take anything else with, and ask your students to do the same. Shut doors behind you when the room is empty.
4. Security will summon the Emergency Services if the alarm sounds.
5. Take the register of your class as soon as you reach the assembly point.
6. Remain at the assigned assembly point with your students until the all clear is given.

Appendix 2: Disabled Staff, Pupils or Visitors

Guidance for writing a Personal Emergency Evacuation Plan (PEEP)

Background The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people with any form of disability, who cannot be adequately protected by the standard fire safety provisions within a premises, with a similar level of safety from the effects of fire as all other occupants.

Responsibilities Head Teachers should identify persons who may need additional help in evacuating from the College in the event of an emergency and ensure they are able to offer suitable practical assistance. However, the aim should be to facilitate independent escape wherever possible.

For students, staff, contractors and regular visitors, once it has been identified that a person would require assistance in the event of a fire, the Personal Emergency Evacuation Plan Questionnaire contained in Appendix 1 should be completed, and the individual's needs determined from the information supplied i.e. the number of assistants (including deputies) and methods used. **These assistants may require specialist training.** The potential for lone working also needs to be considered here. The responsible person preparing the plan should not make assumptions about the abilities of the disabled person. They are likely to know what they can achieve. It is also important though that the disabled person does not feel pressured to do more physically than they would generally be able to achieve.

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Supporting Information - Students

When a child is enrolled in the College, their escape plan should be developed as part of the admission process. Care should be taken that all disabled children are provided with a plan if they need one.

Students with learning difficulties may need to practice their routes for escape more regularly than termly. If so, this should be written into their PEEP.

All people involved in the escape plans for PEEPs involving students will need to practice. However, to avoid unnecessary distress or risk to some students, simulated escape may be more appropriate.

Staff Existing staff identified should complete the PEEP in consultation with the College without delay if such a plan has not already be completed or when there is a change in a person's ability to make their way out of the building (temporary or permanent). For all new staff this should form part of the induction process. This should be in confidence and it should be made clear that if they need help, it will be provided.

Some people may have difficulty in evacuation situations that they would not normally have e.g. people who have asthma may be affected in smoky conditions caused by fire, or people may be affected by the stress of an emergency situation.

Occasional visitors/contractors The HM Govt publication 'Means of Escape for Disabled People', which is endorsed by the Disability Rights Commission, details escape measures for ten disability groupings:

- Electric wheelchair user
- Wheelchair user
- Mobility impaired person
- Asthma and other breathing / health issues
- Visually impaired person
- Hearing impaired person
- Dyslexic/orientation disorders
- Learning difficulty / autism
- Mental health problems
- Dexterity problems

It should not be assumed that because a person has a disability that they will need or ask for a PEEP. Some will be confident that they can get out of the College building unaided. Conversely there should be an opportunity for other people who may not be considered as having a disability to request an escape plan e.g. epilepsy, asthma, heart disease or emotional problem.

College plays, Parent evenings ETC.

In the event of a College play, parents evening etc. unknown visitors may enter the College and it may be more difficult to gather the information prior to the need to escape. In addition, it may be impossible to know how many disabled people are present at any one time or their level of disability. In these instances, a system of standard PEEPs should be used and advertised.

Disabled visitors will be able to make their own way into the College grounds and may have assistance from friends or family. It can be assumed that with this assistance they will be able to evacuate from the building without additional support.

A dynamic risk assessment approach will be required to assess the suitability of venue being accessed or location of seating that should be provided i.e. Ground floor by the exit in the theatre

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The appropriate time required to make the disabled person's escape should be identified. Disabled people should not automatically be required to wait for the main flow of escape, but if they are likely to cause obstruction for other people, or there might be a risk of injury to themselves or others, it will be safer for everyone if they follow the main flow of people.

Deaf and Hearing Impaired persons

Deaf people working alongside hearing colleagues/students may not require special equipment and a buddy system may be the most appropriate method for alerting them of the operation of a fire alarm. This must not be done on a casual basis in case everyone assumes that someone else has given the warning.

Providing they have been made aware of what to do in the event of a fire, they will be able to see and understand the behaviour of those around them.

Flashing beacons are installed around the College buildings

Blind and Visually impaired people

Staff, Visitors and students should be accompanied by designated staff to assist with evacuation and orientation training may also be necessary. People who are visually impaired are helped to escape by the provision of good signage and other orientation clues.

Assistance for the person and their dog

Where a person uses a guide dog, they may prefer the dog to assist and only need escape routes pointed out to them. Others may request a human assistant so a buddy needs to be allocated. It may also be necessary to provide a person to look after the dog. This may be provided in a formal or informal manner.

Assistance with opening doors

Some people may need assistance with opening doors e.g. upper limb disorders. A formal or informal arrangement can be made here, but the potential for lone working must be considered here.

People with cognitive disabilities People with cognitive disabilities, including dyslexia, dyspraxia and autism often have problems comprehending what is happening in escape conditions, or may not have the same perceptions of risk as non-disabled people. Provision of good orientation facilities and measures within the building is essential. There may be a reluctance by some to take an unknown route from the College building. The PEEP should be used to give them an opportunity to understand the possible need for choice and change of direction during an escape

Appendix 3

DAVID GAME COLLEGE PERSONAL EMERGENCY EVACUATION PLAN FOR STUDENTS

A completed form should be held:

- In the student's personal records
- By the Head teacher (Responsible Person for Fire Safety)
- By the Competent Person for Fire Safety at the College
- By the Class teacher

Note: This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or student) is anticipated or identified.

Student's Name:			
Class Room Number or Name:			
Location of classroom in building:			
Teacher's Name:		Tel: Ext No:	

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Date Completed:			

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 student.

Question	Answer	Comments
Does the student change classrooms during the course of the day, which takes them to more than one location within the building and other buildings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the student have any difficulties hearing the fire alarm?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are they likely to experience problems independently travelling to the nearest emergency exit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the student find stairs difficult to use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are they dependent on a wheelchair or other walking aid for mobility?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the student uses a wheelchair would they have problems transferring from the wheelchair without assistance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the student have behaviour issues, eg noise sensitivity, fleeing, aggression	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the students have any medical concerns that could affect their evacuation of the building I.e. Epilepsy etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

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EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm)

SAFE ROUTE(S):

	Yes	No	N/A
Have the route(s) been travelled by the student and responsible person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<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"/>	<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"/>	<input type="checkbox"/>

Record the length of time of practice evacuation.

_____ mins

_____ minutes

If No to any of the above please explain:

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

Teachers Signature		Date	
Teachers Name:			
Headteacher Signature:		Date:	
Headteacher Name:			

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Appendix 4

DAVID GAME COLLEGE PERSONAL EMERGENCY EVACUATION PLAN FOR STAFF

A completed form should be held:

- In the Staff members personal records
- By the Head teacher (Responsible Person for Fire Safety)
- By the Competent Person for Fire Safety at the College

Note: This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or staff member) is anticipated or identified.

Staff Name:	
Teaching or working area	
Location of working areas:	

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

Question	Answer	Comments
Does the staff member change classrooms during the course of the day, which takes them to more than one location within the building and other buildings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the staff member have any difficulties hearing the fire alarm?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are they likely to experience problems independently travelling to the nearest emergency exit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the staff member find stairs difficult to use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are they dependent on a wheelchair or other walking aid for mobility?	Yes <input type="checkbox"/>	

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	No <input type="checkbox"/>	
If the staff member uses a wheelchair would they have problems transferring from the wheelchair without assistance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the staff member have any medical concerns that could affect their evacuation of the building I.e. Epilepsy etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm)

SAFE ROUTE(S):

	Yes	No	N/A
Have the route(s) been travelled by the staff member and responsible person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<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"/>	<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"/>	<input type="checkbox"/>

Record the length of time of practice evacuation.

_____ mins

_____ minutes

If No to any of the above please explain:

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Staff member Signature		Date	
Staff member Name:			
Headteacher Signature:		Date:	
Headteacher Name:			

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

OVERVIEW OF HAZARDS, PEOPLE AT RISK, LEVEL OF RISK, RECORDS AND REVIEW

Overview of hazards, people at risk, level of risk, records and review

1. Identification of hazards.

- a. **Sources of ignition.** The number of sources of ignition are relatively few, naked flames are carefully controlled in and science labs, hot surfaces are few – canteen (well managed), electrical sockets etc. are constantly kept under review to minimise risk, and there are few chances of mechanically generated sparks. Other possible sources of ignition could come from repair works. Most likely sources of ignition are electrical sparks.
- b. **Sources of fuel.** Gas is supplied to the building. Paper and cleaning materials, as well as what is within the laboratories, art room and dark room. The amount of paper –(photocopying paper) is kept to a minimum to avoid it acting as an accelerant. Photocopy paper is stored in a locked room near the entrance of the building. Some spray cans and paint cleaning materials are kept in a locked metal cabinet in the art room. All cleaning materials that could act as a potential fuel are kept in a metal cabinet in the basement. All chemicals in the biology and chemistry labs are kept in secure metal cabinets and inspected regularly.
- c. **Sources of oxygen.** Doors are kept shut to reduce the levels of draft (an accelerant) and slow the spread of fire; there are no stored oxygen containers on site. Since Covid – the College has been increasing the aeration within the College – this is a noted risk, balanced against Covid.

2. People at risk.

- a. **By day.** There can be over 400 students within the building at any one time, but those most at risk are on the top floors (science and art rooms) because they have the longest routes for evacuation or they could be (in theory) trapped by a fire on a lower floor. There are also those in the basement and sub-basement. Alarms will ring in all areas of the College.
- b. **By night.** The College is not currently occupied by students after 9pm.
- c. **During holidays and weekends.** Some students may attend additional classes at weekends and during the holiday periods. Groups also hire out the some of the College facilities during weekends. Risk assessments and notification is given to all visitors.
- d. **People especially at risk.** There are no pupils or staff considered to be especially at risk and where they are, a PEEP should be produced and evaluated.

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3. Evaluation of risk.

- a. **Overall evaluation of risk.** The overall evaluation of the risk of a fire starting is assessed as **low** because there are few ignition sources and combustible materials are kept away from them. The canteen staff are well trained in safe working practices as are all the staff on reduction of hazards to acceptable levels. Electrical equipment is inspected regularly and tested.
 - b. **Evaluation of risk to people from fire.** Risk to people from fire is therefore considered low.
 - c. **Reduction of fire hazards.** All adults are briefed on induction and annually on the importance of good housekeeping to prevent the build-up of combustible material.
 - d. **Reduction of risk to people.**
 - i. **Detection and warning.** The premises are well protected with fire detection equipment, emergency lighting and warning bells and flashing lights.
 - ii. **Fire fighting.** The aim is to ensure that all pupils and staff are promptly evacuated to ensure safety and to account for all present. Fire and rescue service may be called dependent on the reason for the alarm. The College is on RedCare, which results in the automatic arrival of the fire brigade.
 - iii. **Fire Wardens.** The school has a comprehensive list of staff who are given the task of being fire wardens. Their duties are regularly practiced during termly fire alarm drills.
 - iv. **Escape routes.** The school has sufficient fire signage for all extinguishers and evacuation signage is clearly displayed in all buildings.
 - v. **Signs and notices.** Signs and notices comply with H&S (Safety Signs and Signals) Regulations 1996.
 - vi. **Training and awareness.** All students and new staff are briefed on what to do should an alarm go off and how to raise an alarm – as well as not to take risks.
4. **Records and Review.** The Fire Officer as the Responsible Person plans, implements, monitors and reviews the fire safety policy. He is responsible for record keeping and maintaining the emergency evacuation and liaison with other interested parties. This responsibility for this lays with John Eddings who reports to the Principal.

Work was conducted in the subbasement in 2021 to ensure compliance.

Fire Evacuation Plan for David Game College:

31 Jewry Street, City of London EC3N 2ET

Tel: 020 7221 6665 (this plan also includes the Portal Trust, formerly Sir John Cass's Foundation, who are within the demise).

By **John Dalton**

If anyone comes across a fire, they should hit the activation (notifier) to raise the alarm.

SOUND OF THE ALARM:

The sound of the alarm: a continuous high pitch, loud and irritating noise, associated at some points with flashing red lights.

IN THE EVENT OF A FIRE:

The fire may be detected by the smoke detectors and if this is the case it will automatically trigger the alarm.

If this is not the case and a staff member or anyone (student/parent/visitor) comes across a fire, then alert a member of staff and activate one nearest call points to raise the alarm.

ACTIONS TO BE TAKEN BY STAFF:

The College has RedCare and in theory, if the alarm is triggered, the London Fire Brigade automatically attend.

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Teaching staff in class should ask all their students to leave the building and leave with them via the nearest physical fire exit (signed). Staff must take their students to the assembly point: **Jewry Street and Saracen's Head Yard**. Teachers and staff must stay with and account for their students in their class. Staff should take a nominal roll and highlight anyone who seems unaccounted for. They should raise any concerns about a missing person to a fire marshal. The use of InVentry system will be critical for this as a member of staff and check who has registered as being in the building or left.

Fire Marshalls should ensure that irrespective of **Redcare**, one of them (John Eddings or in his absence Susanne Frodtert) dials 999 and gives appropriate details. Fire Marshalls should put on their HiVis Vests, and take their whistles etc., and start to marshal staff and students out of the fire exits in an orderly fashion without panic, but with a strong sense of urgency. If anyone needs assistance staff should provide and follow agreed protocol and arrangements for anyone who is seriously disabled or cannot easily get down stairs. Any **Personal Emergency Evacuations Plans (PEEPs)** should be known to key staff and the method of evacuation agreed. Some Marshalls should use their telescopic poles with **Assembly Point** and other identifiers on to ensure that people know where to assemble. A number of Fire Marshalls will also carry the mobile telescopic signs for the Assembly Point.

It is important for Fire Marshalls and other staff to try and ensure that nobody is injured by traffic while walking to the Fire Assembly point. Stopping traffic to allow large numbers of people to cross would be advised.

Staff must ensure that the lift in the building is not used during an alarm activation.

Once people are out of the building, Fire Marshalls should conduct a swift sweep of the building in their pre-agreed area. Toilets and classrooms must be checked in case someone is still in the building.

NO ONE CAN TOUCH or attempt to reset the main FIRE PANEL until the LFB have come and given the all clear. In the event of an obvious and evidenced-based false alarm, the alarms can be silenced by a member of the security team, but the panel should not be reset until a proper check has been made.

People can only return to the building once the **ALL CLEAR** is given either by the LFB or John Eddings/John Dalton or in their absence one of the key Fire Marshalls.

Staff leaving the science laboratories should ensure that the gas supply system is shut down. Documents relating to the layout of the building and the position/location of the gas and electrical supply into the building and Plant Room should be available in a remote form that could be accessed by emergency services (Cloud or other arrangements).

All Fire Marshalls must be trained in Fire Safety and ideally, First Aid. Training should take place every two years and be certificated.

Ideally, if possible, gas and electricity should be shut down in the building. These are all present in the basement and a decision would have to be taken at the time (risk-based) as to whether this was possible without too much risk. Otherwise, shut down of gas and electricity could be secured by emergency services or relevant Utility company/emergency operator. Please see the emergency gas evacuation plan attached as Appendix A to this document (in case of a serious gas leak) and the location of key shut down utility valves/switches.

Issues and Complexities:

Although the entire building is covered in terms of fire alarm activation and alert, the building is large (nearly 60,000 sq.ft.) and has numerous rooms and "nooks and crannies" that make a sweep of it difficult and time consuming. This where training and protocol is required to ensure that everyone involved is clear of their role, area to cover and responsibilities. The sweep of the upper floors and basement area (including sub-basement) are of particular concern.

The College must therefore be aware at all times of visitors within the building (including those hiring rooms within the building) and also ensure that those in certain areas where music or anything that might distract or prevent them from hearing the alarm are made aware. In the dance halls, flashing lights should make it clear that the alarm has been activated. If any Fire Marshalls notice any obstacles or potential impediments to escape, these must be removed immediately. This is why the twice daily security sweeps of the building are useful to check on escape routes and prevent deliveries etc., from causing any impediment to escape. The showers and Dark Room should also be given attention and checked.

There should always be a critical number of Fire Marshalls present and they must keep their CPD training up-to-date. It should be noted when a number (more than 2) Fire Marshalls or key people are not in the building or at an event/abroad/day off, etc, so that secondary Fire Marshalls can be appointed for an agreed period.

All key documents (including this plan and layouts of the building) and shut down details of utilities should be available in an emergency grab bag and also kept as an e-file

In addition, the Fire Marshalls will be appointed specific sections of the building to sweep (see responsibilities)

Escape Routes

All escape routes are clearly labelled and in the event of an electrical outage, emergency lighting will function. The two main entrances can also function as fire exits assuming any incident is not near these and they in the circumstances permit safe egress.

There are principal 6 fire escape routes. These are checked twice a day and in the evening time to ensure that nothing is blocking them. Also there is a daily circulation of the outside of the building to ensure that no fire exits are blocked by rubbish, deliveries or other forms of potential obstruction. All fire doors are alarmed.

FIRE PANELS:

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Fire Assembly Point is:

Jewry Street (opposite the front of the College) and Saracen's Head Yard

MAP – see appendices

Use of Fire Fighting Equipment:

In the event that a member of staff comes across a small fire, then they can use the fire extinguishers to put out the flames. Student should not take unnecessary risks and their principal objective is to sound the alarm and evacuate the building.

Frequency of Fire Equipment Testing and Inspection:

Global, our main fire safety management company has a contract with College to test every smoke alarm in the building and check the fire panels every quarter. Records of all visits and outcomes are kept in the **Fire log**. The latter is kept under lock with John Eddings, but is available for inspection by anyone with legitimate interest at any time.

Fire-fighting equipment (such as Fire Extinguishers and blankets) are inspected every six months and any dysfunctional equipment replaced.

Number of staff required to carry out evacuation plan:

At least 6 Fire Marshals are required to carry out an effective evacuation of the building, but the ideal number is 8.

Variations to plan

There are at times when normal personnel (Fire Marshals) are not present at the College i.e. evenings, weekends, possibly some holiday times. Consideration must be given to how proper coverage is given at such times. Fire Drills should also be arranged at specific times so those in the building are aware of what to do and a key person is appointed (and trained) as a Fire Marshal for evenings or weekends. A special variation of the plan must be in place to cover such out-of-hours circumstances for both David Game College and the Portal Trust. Specific written protocols and communication efforts need to be made to ensure that both Institutions co-ordinate.

Consideration must be given as to arrangements if the fire alarm is activated out of hours. Currently, John Eddings is the key person responsible to visit the College out of hours if an alarm is raised. The issue of how, upon the alarm being triggered, outside of hours (e.g. 2am) will John Eddings or others be made aware of the situation. How would LBF make entry and should they be given security access? Arrangements for such eventualities are made under Variation to Plan.

Number of Fire Drills

At least two during the year and one in the evening. A full report should follow every fire drill.

Responsibilities:

Overall responsibility for Fire Maintenance of Equipment, Alarm and Fire Evacuation Plan:

John Dalton and John Eddings

Either John Dalton or John Eddings to call Fire Brigade

Arrangements with The Portal Trust

Details of Critical Infrastructure and Utility

GAS and Electrics enter into the building in the Plant Room - can be switched off at that point.

Summary of procedures:

-
1. On hearing the alarm – Fire Marshalls and all staff will act to move students towards their nearest fire exit
 2. Gold Fire Marshalls can check (where possible) to identify the relevant zone that has triggered the alarm. Gold Commanders are: John Eddings/John Dalton/Julia Cushnir/Nedaa Belal.
 3. Gold commanders should telephone the fire brigade and not assume that RedCare will automatically summon the brigade.
 4. If feasible and safe, Gold and Silver Fire Marshalls should sweep the building
 5. They should then report to John Dalton, or John Eddings or in either of their absence any one of the Senior Management Team
 6. All Fire Marshalls should ensure that all staff and students are at the assembly point
 7. No Fire Marshall can reset the Fire Panel until the fire bridge have arrived and given their all clear
 8. Gold and Silver Fire Marshalls should also be aware from the InVentry System who was in the building at the time and are they accounted for
 9. Once the all clear is given by GOLD FIRE MARSHALLS only – then students and staff can return to the building
 10. Fire Marshalls and SLT should be aware of anyone who is in the building and is physically disabled and needs to be evacuated – PEEPs
 11. In the event of a fire Gold Fire Marshalls should alert the fire bridge to shut down gas system in the basement
 12. Any staff working in the labs at the time of an alert, must shut down the gas system
-

Fire marshals: John Eddings, Arash Moslehi, Guy Austin, Abel Marques Iglesias, Remi Ferguson

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Appendix A:

Emergency Gas Evacuation Plan for 31 Jewry Street, London EC3N 2ET

Risk Context

The building (31 Jewry Street) is supplied mains gas into the plant room in the basement. In the event of a gas leak from this or any other part of the building it is imperative that some simple, yet effective and clear evacuation plan be understood by key people in the building. The purpose of this document is to highlight critical relevant information about gas facilities and what actions/steps can be taken in the event of gas leak being detected. The existing gas infrastructure (pipes and valves) are relatively recent as new parts were added as part of the refurbishment of the overall college project. Documentation on this exists and is available upon request.

Any leakage of gas is a very serious issue as build-up within a building can result in an explosion should that gas be subject to a source of ignition – even the spark from turning on a light switch. It is possible (although rare) that a leak in the basement could easily become a gas conflagration if a key pipe was to rupture. Inspection of pipe work will occur annually as well as the general boiler network of pipes and valves.

This short gas evacuation safety plan is in three parts:

1. **Risk assessment** and details of gas-related infrastructure within the building
2. **Raising the alert, Evacuation and shut down** - how key staff should tackle a leak and what steps should be taken to alert all staff, students and members of the public so that they can leave the building as quickly as possible
3. **Re-entry protocol**

Risk assessment and details of gas-related infrastructure within the building

Gas enters the building from a main supply in the basement inside the plant room. The plant room has two exit/entrances – allowing easy access and evacuation – and the plant room is kept clear of sources of ignition and accelerants and is well aerated.

A gas valve shut off button, which closes the gas supply off from the mains, exists at main entry point to the plant room. Physical shut down valves also are present (x2) adjacent to the point of main gas supply from the street system. All of these have recently (30/10/25) being inspected and passed as in a good working conditions by GAS Sage professional.

Documents available and inspected (copies available)

- **Gas Purge Certificate (non-domestic) – approved October 2025**
- **Access Control Completion Certificate – 2017**
- **Building Regulations sign off for gas pipe from basement to laboratories (Shore Engineering, RICS)**
- **Emergency lighting – tested monthly in plant room and logged**
- **Risk assessment are ongoing and linked to fire**

It is noted that access to the plant room must be kept clear at all times and inspected every day as part of the college's security staff daily inspections. Any issues are logged and reported to senior management and actioned.

Gas leaking from any part of the plant room infrastructure should automatically shut the system down. In the event that this does not happen or indeed does, but fails to stem gas leakage owing to a rupture, then any major gas leak would be detected on the early morning patrols or during one of the PM patrols.

The building manager has been instructed to inspect the plant room every evening before he leaves. All the science department are aware of how to shut down the gas entering the laboratories. Isolate value buttons also are present near the door of each lab (Biology and Chemistry).

The principal pipe that transports gas from the basement to the laboratories is mostly outside of the building - within a light well area. Any physical damage to the pipe would result in gas leaking into the atmosphere. The people effected in the event of a leak:

- All David Game College students and staff, plus visitors
- All Portal Trust staff and visitors

Raising the alert, Evacuation and shut down

In the event a gas leak is detected - the following steps will be action:

- If possible, someone must try and hit the value shut down button at the entrance to the plant room
- The fire alarm should be set off and all people evacuated from the building - it may be prudent to ask them to assemble at a point further away than Vine Street
- The emergency services called and key documentation made available (plan and details of the plant room)
- There is little logic in trying to communicate to those inside the building that it is a gas leak – as the main purpose is to evacuate as swiftly as possible. Therefore doing so under the guise of a fire achieves the same ends

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- In the event that there is a leak from the laboratories, the same procedure will apply
- If there is a faint smell of gas anywhere in the building (but not obvious) then all staff are trained and advised about the gas emergency number – 0800 111999
- This number is displayed inside the laboratories and on key notice boards
- Students are also informed what to do if they smell gas inside (or outside) the building

Re-Entry Protocol

No individual will be allowed to re-enter the building until the all clear is given by emergency services and/ or British Gas. It is likely that in the event of an actual leakage, the main street supply will be isolated by the Fire Brigade or British Gas. In the event of a drill, once the final sweep is completed, re-entry will be allowed once the all-clear is given.

Boarding House: Fire Strategy and Evacuation

The fire strategy and evacuation is a shared responsibility between Urbanest and the College via their representatives - the House Parents and the security on site at the time.

The Fire Safety (England) Regulations 2022 are now law from the 23rd January 2023 and will form part of a package of sensible, risk mitigating fire safety measures. This policy procedure has taken into consideration all aspects of the new regulations and follows a stay put policy.

Urbanest have a *whole building fire strategy* for fire alerts and evacuation

Whereas the main College has a *simultaneous strategy evacuation plan*, the Boarding House has a **vertical phased evacuation**. The fire strategy and arrangements, including Risk Assessments have all been checked and approved by the fire authorities i.e. London Fire Brigade.

The Boarding House of David Game is physically separate from the main College (about 25 seconds' walk). The Boarding House's fire strategy and evacuation procedure is based on a "two knock" principle as part of vertical phased evacuation.

If there is a fire alert within a study room or corridor, the building's fire detection system will alert Urbanest's concierge and their own security detail. This is called the "**First Knock**" (time to investigate) and is a time to quickly investigate the alert by a member of the Urbanest's team who are present 24 hours, 365 days of the year.

In the event of:

1. a second smoke detector being activated
2. sprinkler activation
3. confirmation of a fire by the investigation team ...

and the investigation period having expired without the alarm sequence being cancelled ... an alarm signal will be raised on the affected floor in the evacuation zone of the fire incident in accordance with the evacuation procedures. This is known as the "**Second knock**" (**Time to evacuate**).

As a risk mitigation factor, all Urbanest staff on duty will have Walkie Talkies that will also be alerted if the main panel is set off by the first knock. The College will ensure that one House Parent on duty is responsible for fire duties and they will also have a Walkie Talkie and therefore can be in direct touch with Urbanest staff within seconds.

In the event of the second knock, the **A.O.V hatches (Automatic Opening Vent System)** will start to extract any smoke from the corridors and straight out of the building (ensuring the fire exit route is visible, reduce the risk of smoke inhalation and also to stop smoke rising that could cause a second knock activation on the floors above), locks on secure doors that separate the David Game College Boarding House from Urbanest residents will drop to allow unhindered access to the emergency stairwell and the lifts will automatically go to ground.

In the event of the fire alarm being activated, Urbanest/security staff will check the fire alarm panel and the area in which the fire alarm has been activated. They will communicate with House Parents in person or by mobile number and or Walkie Talkie, informing House Parents which floors are being evacuated.

Once the fire alarm has been activated, all Boarders should make their way to the *Assembly Point – American Square*. Urbanest will knock on all doors on the floors the fire alarm is sounding, shouting "FIRE" and House Parents will also check. House Parents will have a member of staff and a mobile phone at the Assembly Point, checking names against the Boarding

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fire register. Students will be contacted on their mobile phone, if they are not present during the evacuation, but listed on the fire register as being present. This can also double checked via InVentry list. Urbanest will inform House Parents when those floors are cleared for re-entry. If the full alarm has sound after a second knock, the fire brigade will automatically arrive on scene – via RedCare. If, in the unlikely event the fire brigade indicate that students cannot return to the Boarding House for the night, then the House Parents will open up the main College building and secure students within, using the emergency beds stored.

When evacuating students from a floor, House Parents must follow these guidelines:

- They will wear their Hi Vis vest and have their whistles during training or real evacuations
- They will ensure that everyone evacuates in an orderly, but swift manner
- Ensure that nobody attempts to use the lifts or tries to return to their rooms
- Work and liaise with key people from Urbanest to determine the All Clear
- Work and liaise with key people from Urbanest to determine the All Clear

As a general rule, House Parents and the Head of Boarding should:

- Complete daily checks to ensure that all escape routes are clear
- Prevent any deliveries from cluttering corridors or impeding escape routes
- Ensure that all students fully understand the fire procedures and where the Assembly Point is
- Report any concerns or contraventions of fire regulations to the Head of Boarding
- Reduce all potential sources of ignition and unnecessary sources of oxygen
- Maintain records and log all fire drills and report actions that might need to be taken
- Inform, educate and/or remove items from students that could pose a fire hazard
- Report any smell of gas to Urbanest concierge immediately

House Parents will be informed and trained in all aspects of the Fire Strategy within the Boarding House, but full responsibility rests with the Head of Boarding.

PEEP

As with the main College building, The Head of Boarding and House Parents must have proper Personal Emergency Evacuation/egress Plan (PEEP) for those who may have disability, in particular:

- Electric wheelchair users
- Wheelchair user
- Mobility impaired person
- Asthma and other breathing / health issues
- Visually impaired person
- Hearing impaired person
- Dyslexic/orientation disorders
- Learning difficulty / autism
- Mental health problems
- Dexterity problems

It should not be assumed that because a person has a disability that they will need or ask for a PEEP. Some will be confident that they can get out of the College building unaided. Conversely there should be an opportunity for other people who may not be considered as having a disability to request an escape plan e.g. epilepsy, asthma, heart disease or emotional problem.

The same principles are applied of recording information and making a plan would be applied to those in the Boarding House.

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