

**BRUERN ABBEY SCHOOL**

## **Fire Safety and Prevention Policy**

This policy applies to all pupils at Bruern Abbey School

The logo for Bellevue, featuring the word "bellevue" in a lowercase, sans-serif font. The letters "bel" are blue, and "levue" is pink.

Policy created July 2019

Reviewed August 2025

To be reviewed August 2026

## **KEY STAFF FOR FIRE SAFETY AND PREVENTION**

**Headteacher, Chair of Health & Safety Committee and Lead Person for Fire Safety:**

**John Floyd**

### **All staff complete Fire Safety Training**

**There are nominated fire wardens responsible for various buildings; all residential staff complete fire warden training. Records of fire warden training for staff are held by the school office.**

**Education Board: Steven Wade, David Williams**

## **ADDRESS OF PREMISES**

Bruern Abbey School,  
Chesterton House,  
Chesterton,  
Bicester,  
OX26 1UY

Bruern Abbey School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

## **PERSONS AT RISK**

During a typical working day there can be approximately 150 pupils and 55 staff on the prep school site and up to 80 pupils and 6 staff in the Boarding House after school hours.

## **FIRE RISK ASSESSMENT**

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages external contractor Judicium PLC to undertake its Fire Risk Assessment (FRA). This is undertaken annually and also at any time when there is a significant change to the building or the way it is used. Interim in-house review of the Fire Risk Assessment is conducted. This is undertaken by the Domestic Bursar and the Estates Manager.

Date of last external Fire Risk Assessment: **May 12th 2025**  
Date of last in-house review of the FRA: **September 6th 2025**

The Health and Safety Committee meets regularly (at least termly) to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is determined by the Headteacher in their capacity as Health and Safety Co-ordinator in order to respond immediately to any issues that may arise.

Policies and procedures are available for all staff, who are required to be familiar with and to apply them. Additionally, there is fire safety training carried out regularly online which is completed by all relevant staff.

## **MANAGEMENT OF POTENTIAL FIRE HAZARDS**

- Boilers, sparks from light switches and other electrical equipment; All boilers are oil fired and are serviced annually
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls as possible.
- All newly purchased fabrics should be flame retardant.
- All newly purchased furniture should conform to British Standards.
- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment.
- Kitchen and domestic staff ensure that chemicals used in the house and kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen and staff room are regularly checked.
- Science: gas cannisters and electricity service within the lab are regularly checked.

- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. Pupils are not allowed to use mobile telephone chargers in school, except for boarders, who must hand them in to house parents. New items are tested at the end of their first year in use.
- Computers: Pupils and staff have school supplied chromebooks that are routinely PAT Tested.
- Fire doors are installed at the point of high risk.
- All internal doors in buildings other than the main building are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The Fire Safety Co-ordinator (Headteacher) liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

## **SUMMARY OF FIRE SAFETY RESOURCES**

- There is a double battery back-up fire alarm system installed.
- There are five main fire escapes, three at the back [two onto fire escape stairs], two at the side and one at the front.
- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers and fire blankets
- A copy of pupil evacuation procedures is displayed in each classroom, checked by the Headteacher or other nominated person.

## **SUMMARY EVALUATION**

- Overall responsibility for fire safety lies with the Headteacher,
- Average evacuation time in standard drills in day time is around two minutes and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time needed to account for everyone at the roll call is approximately three minutes as time is taken to reach the assembly point.
- Night time evacuations take approximately two minutes to evacuate and 2 minutes for the roll call.
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. This is part of new staff induction and is in the form of an online course. Practical fire extinguisher training occurs as necessary.
- The pupils have at least one daytime and one night time escape drill per term
- Staff training and drills are always recorded in a fire log.
- There are adequate and sufficient means of fighting small fires.
- Escape routes are clearly labelled and lead to a safe assembly point

- Formal risk assessment takes place regularly and the appropriate risk assessments are in place, checked by the Headteacher and Judicium.
- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee **AT ANY TIME.**

## DETAILED EVALUATION

1. The school premises are used for educational purposes only. Where the premises are let, the school should ensure that the leader/manager is given a copy of this policy and adheres to the detailed procedures.

2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

### Bruern Prep

- Maintenance of fire extinguishers is undertaken annually by MCFP Ltd.
- Maintenance of fire alarm system is undertaken annually by Executive Alarms.
- Maintenance of emergency lighting is undertaken Annually by Executive Alarms
- Maintenance of fire detection equipment is undertaken Annually by Executive Alarms

3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. For any first floor rooms there at least two stairways to allow for egress.

4. Daytime and night time fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or at the ends of the day. Periodically, drills introduce a difficulty to simulate a real emergency situation. In boarding, there is at least one fire drill per year at a time when boarders would normally be asleep.

5. There are fire alarms, and heat and smoke detectors on every floor. Checks are undertaken and recorded as detailed in 8 below.

6. Emergency lighting is in place for all floors and exits. These are checked weekly along with the fire extinguishers and fire doors by the maintenance team. They are also checked visually with the weekly fire point tests. They are tested annually by Executive Alarms.

7. There is a detailed Fire Emergency Plan for both sites, as an annex to this document.

8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located in the school office.

9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. All pupils have learning difficulties so our policy is written with regards to their needs. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a

personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents. (A risk assessment is in place for one pupil with vision difficulties and one who is partially deaf)

10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.

11. On rare occasions, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register at the school office/with boarding staff on arrival. Alarm systems are linked across the school site, when a fire call point is activated an alarm is sounded throughout the buildings, enabling the whole site to be evacuated.

13. The main fire alarm panel at Bruern Prep is situated just inside the front door of the main building; This will indicate the place of call point activation. There are also linked satellite panels in the brick block, art room and DT workshop

14. The fire brigade is called automatically via an off-site monitoring system.

15. The head (John Floyd or an assigned deputy during boarding times or in his absence) liaises with the emergency services when an incident occurs.

16. Information about access to the school is provided to the emergency services.

17. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

## **ARSON: THREE POINT ACTION PLAN**

1. Deter unauthorised entry onto the site by
  - Maintenance of a robust main door
  - Security doors on remaining points of entry
  - Preventing unauthorised entry to the building by use of video door entry system.
  - Ensuring that all windows are closed and locked once the premises is vacated
  - Using a CCTV system to monitor the perimeter of the building
2. Reduce the opportunity to start a fire by ensuring that
  - Refuse containers are not accessible to the public
  - ensuring access to satellite buildings is difficult to unlawful trespassers
3. Reduce scope of fire damage and any losses and disruptions by
  - Making sure all fire doors are closed

- Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
- Ensuring that all data to secure the continued operation of the school is backed up and stored off site

## **MAINTENANCE AND ROUTINE TESTING**

### **Daily**

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The appropriate Fire Marshals check that the fire alarm panel indicates no faults

### **Weekly**

- The Estates Manager and Domestic Bursar ensure that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

### **Monthly**

- The Estates manager and Domestic Bursar ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

### **Bi-annually**

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly annually by the provider (Executive Alarms)

### **Annually**

- All fire-fighting equipment is checked annually by the providers - emergency lights and equipment next check is due in November 2025.
- PAT testing is carried out periodically (though not extensively) by a qualified person Janus testing - they visit once or twice per year and cover.
- The kitchen gas supply is inspected annually by a Corgi registered plumber. The inspection will include the cut-off switch

### **Five Yearly**

- Mains electrical installation will be inspected every five years by a registered electrician. Last electrical report was the summer of 2021; one is being undertaken in September 2026.

## **ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION**

### **Role of Fire Marshals**

- On hearing the fire alarm, if relevant, each floor/building marshal will check that the floor is evacuated and, without taking any risks, ensure that the doors and windows are all closed. He/she will then report to the Senior Fire Marshal that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.
- Report to the person in charge of any person known to be remaining in the building.
- If the fire marshal is also a form tutor, he/she should then follow the procedure outlined below.

**Role of teaching staff**

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose form teacher is not present (see below).
- Assist in ensuring that all pupils proceed quietly to their Form Tutors and remain in a quiet and orderly manner until instructed to disperse.
- It is important not to allow pupils to mix into other groups, talk or in any other way become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.
- In the event of any staff absences, you may be asked by members of the front office to act on behalf of a particular tutor. If so, you should place yourself in a prominent position and verbally call out for that member of staff's tutor group. Then follow the steps outlined above ("Role of Form Tutors").

**Role of members of the front office**

- To ensure that the tutor folders issued to staff in the event of an emergency are kept up to date. These folders should contain the following:
- A list of each member of that particular class/tutor group
- Information of whether each pupil should be present in the building
- Contact phone number
- The information in the folder should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each tutor group that states which pupil is not timetabled to be in the building during each timetabled lesson.
- To ensure that a current list of pupils who are registered absent from College at the time of the evacuation is handed to the person in charge.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.
- To ensure that in the event of any tutor being absent from College, the tutor's folder is handed to a member of staff without tutor responsibilities, ideally on exiting the building. If no such person is available, the information should be handed to a member of staff who can double up and register two classes.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

**Role of Person in charge at the roll call point (the Head, or in their absence, the deputy)**

- Complete the roll call (delegate where responsible) and confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff or via an automated system.
- Note: The current fire system automatically alerts the fire brigade via a manned central office unless they have been forewarned about a fire drill. You should still contact the company directly by phone to confirm that they have been made aware of the nature of the emergency).

- Liaise with the fire brigade on its arrival.

### **Appointments**

The list of Fire Marshals is kept by the Domestic Bursar, Fiona Walton, and as part of her database of staff training. This regularly changes depending upon the timetable and schedule of classes. In the holidays the function will rest with the Estates Manager, Housemaster, Housemistress and/or Headteacher when they are on site or another delegated person).

| <b>Fire Warden Trained</b> | <b>Expiry Date</b> |
|----------------------------|--------------------|
| <b>Kate Aiken</b>          | <b>28/02/2026</b>  |
| <b>Charles Banbury</b>     | <b>07/11/2026</b>  |
| <b>Jack Barrett</b>        | <b>07/11/2026</b>  |
| <b>Kirsten Berry</b>       | <b>07/11/2026</b>  |
| <b>Tom Burns</b>           | <b>14/11/2026</b>  |
| <b>Lucy Coghlan</b>        | <b>14/11/2026</b>  |
| <b>Archie Cole</b>         | <b>12/11/2026</b>  |
| <b>Will Cowie</b>          | <b>13/11/2026</b>  |
| <b>Sue Farrow</b>          | <b>12/11/2026</b>  |
| <b>John Floyd</b>          | <b>07/11/2026</b>  |
| <b>Rebecca Floyd</b>       | <b>07/11/2026</b>  |
| <b>Gordon Francis</b>      | <b>07/11/2026</b>  |
| <b>Anna Hunter</b>         | <b>07/11/2026</b>  |
| <b>Monica Mc Vay</b>       | <b>12/11/2026</b>  |
| <b>Martin Moore</b>        | <b>19/11/2026</b>  |
| <b>Will Muckalt</b>        | <b>16/11/2026</b>  |
| <b>Rachel Munns</b>        | <b>22/04/2026</b>  |
| <b>Florence Nedey</b>      | <b>12/11/2026</b>  |
| <b>Rob Overend</b>         | <b>23/06/2026</b>  |
| <b>Nicki Parsons</b>       | <b>14/11/2026</b>  |
| <b>Debbie Swift</b>        | <b>12/11/2026</b>  |
| <b>Marta Szmyt</b>         | <b>18/11/2026</b>  |

|                         |                   |
|-------------------------|-------------------|
| <b>Sathya Vadivale</b>  | <b>07/11/2026</b> |
| <b>William Walker</b>   | <b>07/11/2026</b> |
| <b>Caroline Watson</b>  | <b>16/11/2026</b> |
| <b>Robert Watterson</b> | <b>25/11/2026</b> |

## STAFF PROCEDURES IN THE EVENT OF A FIRE - BRUERN PREP

A copy of the school evacuation procedure is available in all key areas. Exit routes are clearly displayed. All staff, visitors and volunteers should be fully conversant with the evacuation procedures in the case of a fire (or bomb threat, see Appendix 1).

**Assembly point:** This is the front field in front of the main school building.

### On discovering a fire:

- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel.
- Only tackle the fire with an appropriate extinguisher (or fire blanket) if it is small enough and safe enough to do so, ensuring an escape route is behind you at all times.

**Evacuating:** see fire evacuation plan below

### DAYTIME – 8.00am until 6.15pm

- All academic, domestic and administrative staff must treat every sounding of the fire alarm as a real fire.
- **Administrative and Domestic Staff:**
  - All administrative and domestic staff must proceed immediately to the fire assembly point out the front of the main building
  - **Kitchen staff**, if in the kitchen at the time of the alarm, must remember to cut off the electricity/gas supply before leaving the kitchen
- **Academic Staff:**
  - If you are not teaching or on duty in any way, you must proceed directly to the fire assembly point out the front of the main building; without re-entering any buildings.
  - If you're teaching a class then you must ask your class to stand up in silence and follow you to the fire assembly point in front of the main building; without re-entering any buildings.
  - Line up your class, in silence and supervise them until the register has been completed and further instructions are given. If you know a member of your class is missing (e.g. you sent them to sick-bay, the loo etc...) please report this during the roll call.
  - Please ensure your class are behaving in a calm and orderly manner at all times.
- **Specific tasks:**
  - The school operates an electronic visitors book that can be accessed by mobile phone - JF, GF and WW can access the list to check all visitors have safely evacuated.
  - The attendance registers are read off ISAMS and all teaching staff have this on their phones.
  - The **Fire Marshals** will ensure that all occupants of a building evacuate the building in an orderly manner using the recognised evacuation routes and will assist with the control of children, staff and visitors in the fire assembly area.
  - The **First Aider** on duty will be responsible for escorting any pupils in the Medical Room to the fire assembly point.
  - If there has been a false alarm the **Headteacher**, or **Deputy Head** in his absence, will decide when to silence all fire panels and re-enter the building.

## NIGHT TIME - 6.15pm until 8.00am

- All academic, domestic and administrative staff must treat every sounding of the fire alarm as a real fire.
- **Administrative and Domestic Staff:**
  - All administrative and domestic staff must proceed immediately to the fire assembly point out the front of the main building
  - **Kitchen staff**, if in the kitchen at the time of the alarm, must remember to cut off the electricity supply before leaving the kitchen
- **Academic/Boarding Staff:**
  - If the boys are in dorms the Juniors' Elliott Bryant and Ally Adam will wake up and supervise all the boys on the second floor and lead the boys down the fire escape (or stairs) and outside to the fire assembly point. One of Elliott Bryant or Ally Adam must be the last person to leave the second floor and ensure all boys are out.
  - On the first floor Jack Barrett and Rachel Munns will sweep the wing heading from their accommodation down to the Medical Room, moving along the first floor corridor to the fire exit and then follow the boys out
  - All staff are to ensure the boys have a sense of dispatch; whilst also behaving in a calm and orderly manner at all times.
  -
- **Specific tasks:**
  - The Seniors' Housemaster collects the Fire List from just inside the main door. This lists exactly who is on site.
  - The Seniors' Housemaster will be responsible for escorting any pupils in the Medical Room to the fire assembly point.
  - The Deputy Head will proceed straight to the fire assembly point where he helps in the lining up of pupils and supervises the taking of the register by the Seniors and Junior Houseparents. If the Deputy Head precedes the Seniors' Housemaster to the fire assembly point, he will collect the Fire List and commence the register.
  - Mr. Sid Sutton, will sweep the Redwood, Birch, Lime, Beech and Ash dorm and then proceed straight to the fire assembly point, supervising any pupils upon his way. Will Muckalt will sweep sick bay and the day boy changing rooms before assisting Mr Sid Sutton.
- **Specific tasks:**
  - Jo Muckalt and Elliott Bryant are in charge of the Fire Lists.
  - Staff not given specific tasks above will proceed straight to the fire assembly point where they help in grouping pupils and supervise the taking of the register by the Seniors and Junior Houseparents.

## APPENDIX I: BOMB / INCENDIARY THREATS

The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access. This must be done without imposing unacceptable restrictions on them and the Education directors must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

### Public Access

Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

### Package Bombs and Hoaxes

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

- The post mark – especially foreign, and any name/address of sender.
- The writing – especially of foreign style.
- Stains – these could be sweating explosives.
- The smell – usually an aroma of marzipan or almonds indicate an explosive.
- The sound – if the parcel rattles, ticks, etc.

### 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:

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

### Fire and Bomb Alerts

If an alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

**Fire evacuations are logged in the fire book - stored in the school office - the following details are held**

| Date | Reason<br>(eg drill,<br>false<br>alarm,<br>fire) | Time<br>of day | Time taken     |                                  | Comments on any issues arising | How and when issues were<br>addressed |
|------|--------------------------------------------------|----------------|----------------|----------------------------------|--------------------------------|---------------------------------------|
|      |                                                  |                | to<br>evacuate | To<br>account<br>for<br>everyone |                                |                                       |
|      |                                                  |                |                |                                  |                                |                                       |
|      |                                                  |                |                |                                  |                                |                                       |
|      |                                                  |                |                |                                  |                                |                                       |