



BURLINGTON
HOUSE SCHOOL

Fire Safety Policy (Prep)

Responsible person: Claudio Comoli and Nicola Lovell

Review Cycle: Annual

Last review date: September 2023

New review date: August 2024

The contents of this particular policy refer exclusively to Burlington House Prep. In this instance the terms 'Burlington House School' or 'school' refer to the Fulham High-Street Site. Please refer to the following documents for Fire Safety information about our other sites:

Fire Safety Policy (Senior)

Fire Safety Policy (Sixth-Form)

Burlington House School is owned and operated by **Cavendish Education**.

General Introduction:

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that 'all children can achieve'.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility September 2018](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BrightSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

FIRE RISK (PREVENTION) POLICY ARSON PREVENTION EMERGENCY (EVACUATION) ACTION PLAN

STANDARD 3. THE WELFARE, HEALTH AND SAFETY OF PUPILS

**See also Health & Safety Policy*

FIRE RISK (PREVENTION) POLICY

**see Fire log book, site risk assessments and school fire risk assessment*

The Fire Risk (Prevention) Policy is written in accordance with the regulations set out in the [Fire safety in new and existing school buildings \(March 2014\)](#) guidance, and the [Regulatory Reform \(Fire Safety\) Order 2005](#).

The aim of this policy is to ensure the safety of staff, or anyone else legally on the school premises. With reference to visitors, the Receptionist will verbally explain the fire evacuation procedure to all visitors.

1. All H&S matters pertaining to Fire are recorded and monitored in the Fire log book by the fire marshals.
2. The school is comprehensively risk assessed in relation to fire by an external company, 'Fire Safety Assessments Ltd'.
3. This audit is reviewed regularly by Mr Claeys, Mr Comoli and Mr Di Santo and updated annually in December.

4. The school trains up to 4 Fire Marshals who meet on a termly basis to review the school Fire RA and to discuss fire risk prevention.
5. Fire Marshals audit the school on a weekly basis checking for areas of concern such as blocked exits, sources of fuel, that doors open in the direction of the escape, signs, notices, emergency lighting, fire detectors, alarms and extinguishers (maintenance of fire extinguishers is carried out by Viscount on a regular basis).
6. 'Hot works practices' are contained with the contractors' RA.
7. Dangerous chemicals and cleaning products are locked away when not in use.
8. Details of Fire equipment checks are contained in the Fire Log book and are the responsibility of the site manager.

EMERGENCY (EVACUATION) ACTION PLAN

ROLES AND RESPONSIBILITIES

1. The Fire log book (register) is kept in the admin office.
2. The Emergency (evacuation) Plan is drawn from the Fire Risk Assessment. Both the RA and this policy will be reviewed annually by the designated [Fire Officer \(Mr Comoli\)](#) in conjunction with external advisors.
3. Fire detection equipment is located in every classroom, office and corridor in the school.
4. Details of the location of fire fighting equipment can be found in the Fire Risk Assessment.
5. All staff and pupils must report any defective fire equipment immediately to the [site manager \(Mr Di Santo\)](#) or to the [Bursar, Claudio Comoli](#).
6. Weekly remote testing of Fire alarms will be carried out by the [site manager](#).
7. The [site manager](#) will keep all corridors, staircases and Fire exits clear.
8. [Fire Marshals](#) audit designated areas for prescribed issues (see fire audit in staffshare) on a weekly basis.
9. Fire training is provided to the staff annually and/or forms part of induction training. Additionally, Fire evacuation information is located on/near the door of every room. (we need to organise some Fire training this academic year)
10. [All staff](#) have a responsibility to ensure they know the evacuation routes.
11. [Cover and temporary staff](#) will be briefed on Fire Evacuation Procedures by the [Academic Administrator](#). In the event of a fire, visitors and contractors will be escorted to the nearest fire exit by a member of staff; particular consideration will be taken for accessibility issues in accordance with The Equality Act.
12. The [Bursar and Head](#) will organise and initiate a Fire Drill within the first two weeks of every term and record the details of the drill. This ensures staff and pupils are clear about means of escape.
13. The designated fire assembly point is agreed and clearly marked as the end of the courts. This location is made known to all pupils and staff via annual fire training and termly fire drills.
14. [All staff and pupils](#) will follow registration procedures to indicate their presence in the building. Additionally, [all staff](#) must sign out and back in, in the attendance book when taking groups off site. This is located in the reception area.
15. The [Receptionist](#) is the Fire Controller. In the event of absence, the [Academic Administrator](#) will act in this role.

16. Out of school hours, upon hearing the alarm the remaining key holder and staff in the building will contact the Fire Brigade reporting the fire and leave the building via a safe route.
17. Personal Emergency Evacuation Plans (PEEP) are written for pupils who need help during an emergency and are communicated with the pupil involved and their parents. These plans are updated on an annual basis.

IN THE EVENT OF FIRE

- If a fire is discovered, sound the alarm, do not tackle the fire unless qualified and confident to do so
- The **Fire Controller** (during school hours the **Receptionist** and in her absence the **Academic Administrator** or delegated person in charge of the school office) will contact the Fire Brigade. After schools hours, the **site manager** will contact the Fire Brigade
- The **site manager** will greet the Fire Brigade at the school gates
- Close the windows, remove door wedges and move to the nearest exit, following the Emergency Evacuation sign on the door
- If you are the last out of a room shut door behind you
- Do not delay or go back into the building for possessions
- **All staff** will take responsibility in ensuring silent pupil evacuation in the event of an alarm
- The **Receptionist** will take the registers outside on the court which acts as the assembly point
- **Form staff** are to collect the attendance register from the Receptionist and line up with form group at the far end of the playground and report number of missing pupils
- **Staff** with no form responsibility to line up at the designated fire assembly point
- The **site manager** will attend the alarm panel if safe to assess the alarm location
- **Cleaning and/or Kitchen staff** will use the nearest exit and make their way to the assembly point
- **Contractors** will make their way to the assembly point and make themselves known to the **Head's PA**
- Trained school **Fire Marshals** **Refer to training records* (Mr Bristol & Mr Di Santo & Mrs Wyatt) will sweep their designated area and report to **Deputy Head** that the building is clear.
- The **Receptionist** will indicate to the **Head** when all registrations are complete and the **Deputy Head** will report any missing person to the Fire Brigade
- The **Head** or **Deputy Head** will liaise with the Fire Brigade or in his absence one of the designated Fire Marshals will do so
- **Staff and pupils** must not re-enter the building until the Bursar tells all assembled that it is safe to do so. The **Deputy Head** will instruct the Receptionist to contact any school groups that are offsite, to inform them of the situation and whether it is safe to re-enter the building.

The aim of this policy is to ensure that all staff understand the importance of being vigilant to reduce the risk of arson attack. Arson is the most common cause of fire in schools. Combustibles stored next to buildings are the greatest source of ignition. All staff should:

- Ensure visitors are aware that the School is a non-smoking site, as indicated by signs around the school
- Report any combustible material left around the School to the site manager
- Secure flammable liquids
- Where possible dustbins should be located as far as is reasonable from the school building. Where this is not possible, dustbins should be chained and locked
- Where possible, ensure any cars left overnight are not adjacent to the building



BURLINGTON
HOUSE SCHOOL

Fire Safety Policy (Senior)

Responsible person: Claudio Comoli and Matthew Potger

Review Cycle: Annual

Last review date: September 2023

New review date: August 2024

The contents of this particular policy refer exclusively to Burlington House Senior. In this instance the terms 'Burlington House School' or 'school' refer to the Bishops Avenue Site. Please refer to the following documents for Fire Safety information about our other sites:

Fire Safety Policy (Prep)

Fire Safety Policy (Sixth-Form)

Burlington House School is owned and operated by **Cavendish Education**.

General Introduction:

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that 'all children can achieve'.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility September 2018](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BrightSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

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FIRE RISK (PREVENTION) POLICY ARSON PREVENTION EMERGENCY (EVACUATION) ACTION PLAN

STANDARD 3. THE WELFARE, HEALTH AND SAFETY OF PUPILS

**See also Health & Safety Policy*

FIRE RISK (PREVENTION) POLICY

**see Fire log book, site risk assessments and school fire risk assessment*

The Fire Risk (Prevention) Policy is written in accordance with the regulations set out in the [Fire safety in new and existing school buildings \(March 2014\)](#) guidance, and the [Regulatory Reform \(Fire Safety\) Order 2005](#).

The aim of this policy is to ensure the safety of staff, or anyone else legally on the school premises. With reference to visitors, the Receptionist will verbally explain the fire evacuation procedure to all visitors.

1. All H&S matters pertaining to Fire are recorded and monitored in the Fire log book by the fire marshals.
2. The school is comprehensively risk assessed in relation to fire by an external company, 'Fire Safety Assessments Ltd'.
3. This audit is reviewed regularly by Mr Potger, Mr Claeys, Mr Comoli and Mr Di Santo and updated annually in December.

4. The school trains up to 4 Fire Marshalls who meet on a termly basis to review the school Fire RA and to discuss fire risk prevention.
5. Fire Marshalls audit the school on a weekly basis checking for areas of concern such as blocked exits, sources of fuel, that doors open in the direction of the escape, signs, notices, emergency lighting, fire detectors, alarms and extinguishers (maintenance of fire extinguishers is carried out by Viscount on a regular basis).
6. 'Hot works practices' are contained with the contractors' RA.
7. Dangerous chemicals and cleaning products are locked away when not in use.
8. Details of Fire equipment checks are contained in the Fire Log book and are the responsibility of the site manager.

EMERGENCY (EVACUATION) ACTION PLAN

ROLES AND RESPONSIBILITIES

1. The Fire log book (register) is kept in the Finance office.
2. The Emergency (evacuation) Plan is drawn from the Fire Risk Assessment. Both the RA and this policy will be reviewed annually by the designated [Fire Officer \(Mr Comoli\)](#) in conjunction with external advisors.
3. Fire detection equipment is located in every classroom, office and corridor in the school.
4. Details of the location of fire fighting equipment can be found in the Fire Risk Assessment.
5. All staff and pupils must report any defective fire equipment immediately to the [site manager \(Mr Di Santo\)](#) or to the [Bursar, Claudio Comoli](#).
6. Weekly remote testing of Fire alarms will be carried out by the [site manager](#).
7. The [site manager](#) will keep all corridors, staircases and Fire exits clear.
8. [Fire Marshalls](#) audit designated areas for prescribed issues (see fire audit in staffshare) on a weekly basis.
9. Fire training is provided to the staff annually and/or forms part of induction training. Additionally, Fire evacuation information is located on/near the door of every room. (we need to organise some Fire training this academic year)
10. [All staff](#) have a responsibility to ensure they know the evacuation routes.
11. [Cover and temporary staff](#) will be briefed on Fire Evacuation Procedures by the [Academic Administrator](#). In the event of a fire, visitors and contractors will be escorted to the nearest fire exit by a member of staff; particular consideration will be taken for accessibility issues in accordance with The Equality Act.
12. The [Bursar and Deputy Head](#) will organise and initiate a Fire Drill within the first two weeks of every term and record the details of the drill. This ensures staff and pupils are clear about means of escape.
13. The designated fire assembly point is agreed and clearly marked as the end of the courts. This location is made known to all pupils and staff via annual fire training and termly fire drills.
14. [All staff and pupils](#) will follow registration procedures to indicate their presence in the building. Additionally, [all staff](#) must sign out and back in, in the attendance book when taking groups off site. This is located in the reception area.
15. The [Receptionist](#) is the Fire Controller. In the event of absence, the [Academic Administrator](#) will act in this role.

16. Out of school hours, upon hearing the alarm the remaining key holder and staff in the building will contact the Fire Brigade reporting the fire and leave the building via a safe route.
17. Personal Emergency Evacuation Plans (PEEP) are written for pupils who need help during an emergency and are communicated with the pupil involved and their parents. These plans are updated on an annual basis.

IN THE EVENT OF FIRE

- If a fire is discovered, sound the alarm, do not tackle the fire unless qualified and confident to do so
- The **Fire Controller** (during school hours the **Receptionist** and in her absence the **Academic Administrator** or delegated person in charge of the school office) will contact the Fire Brigade. After schools hours, the **site manager** will contact the Fire Brigade
- The **site manager** will greet the Fire Brigade at the school gates
- Close the windows, remove door wedges and move to the nearest exit, following the Emergency Evacuation sign on the door
- If you are the last out of a room shut door behind you
- Do not delay or go back into the building for possessions
- **All staff** will take responsibility in ensuring silent pupil evacuation in the event of an alarm
- The **Receptionist** will take the registers outside on the court which acts as the assembly point
- **Form staff** are to collect the attendance register from the Receptionist and line up with form group at the far end of the playground and report number of missing pupils. If a form tutor is absent, the receptionist will ask the adjacent form tutor to register the group after they have done their own
- **Staff** with no form responsibility to line up at the designated fire assembly point
- The **site manager** will attend the alarm panel if safe to assess the alarm location
- **Cleaning and/or Kitchen staff** will use the nearest exit and make their way to the assembly point
- **Contractors** will make their way to the assembly point and make themselves known to the **Principal's PA**
- Trained school **Fire Marshalls** **Refer to training records* (Mr Potger, Mr Ford, Ms Scholfield, Miss Kalamon) will sweep their designated area and report to **Deputy Head** that the building is clear.
- The **Receptionist** will indicate to the **Deputy Head** when all registrations are complete and the **Deputy Head** will report any missing person to the Fire Brigade
- The **Principal** or **Deputy Head** will liaise with the Fire Brigade or in his absence one of the designated Fire Marshalls will do so
- **Staff and pupils** must not re-enter the building until the Bursar tells all assembled that it is safe to do so. The **Deputy Head** will instruct the Receptionist to contact any school groups that are offsite, to inform them of the situation and whether it is safe to re-enter the building.

The aim of this policy is to ensure that all staff understand the importance of being vigilant to reduce the risk of arson attack. Arson is the most common cause of fire in schools. Combustibles stored next to buildings are the greatest source of ignition. All staff should:

- Ensure visitors are aware that the School is a non-smoking site, as indicated by signs around the school
- Report any combustible material left around the School to the site manager
- Secure flammable liquids
- Where possible dustbins should be located as far as is reasonable from the school building. Where this is not possible, dustbins should be chained and locked
- Where possible, ensure any cars left overnight are not adjacent to the building



BURLINGTON
HOUSE SCHOOL

Fire Safety Policy (Sixth-Form)

Responsible person: Claudio Comoli and Steve Proctor

Review Cycle: Annual

Last review date: September 2023

New review date: August 2024

The contents of this particular policy refer exclusively to Burlington House Sixth-Form. In this instance the terms 'Burlington House School' or 'school' refer to the Beavor Lane Site. Please refer to the following documents for Fire Safety information about our other sites:

Fire Safety Policy (Prep)

Fire Safety Policy (Senior)

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General Introduction:

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

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- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

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**FIRE RISK (PREVENTION) POLICY
ARSON PREVENTION
EMERGENCY (EVACUATION) ACTION PLAN**

STANDARD 3. THE WELFARE, HEALTH AND SAFETY OF PUPILS

**See also Health & Safety Policy*

FIRE RISK (PREVENTION) POLICY

**see Fire log book, site risk assessments and school fire risk assessment*

The Fire Risk (Prevention) Policy is written in accordance with the regulations set out in the [Fire safety in new and existing school buildings \(March 2014\)](#) guidance, and the [Regulatory Reform \(Fire Safety\) Order 2005](#).

The aim of this policy is to ensure the safety of staff, or anyone else legally on the school premises. With reference to visitors, the Receptionist will verbally explain the fire evacuation procedure to all visitors.

1. All H&S matters pertaining to Fire are recorded and monitored in the Fire log book by the fire marshals.
2. The school is comprehensively risk assessed in relation to fire by an external company, 'Safewell Ltd'.
3. This audit is reviewed regularly by Mr Comoli and Mr Dardis and updated annually in December.

4. The school trains up to 4 Fire Marshals who meet on a termly basis to review the school Fire RA and to discuss fire risk prevention.
5. Fire Marshals audit the school on a weekly basis checking for areas of concern such as blocked exits, sources of fuel, that doors open in the direction of the escape, signs, notices, emergency lighting, fire detectors, alarms and extinguishers (maintenance of fire extinguishers is carried out by Surrey Fire & Safety on a regular basis).
6. 'Hot works practices' are contained with the contractors' RA.
7. Dangerous chemicals and cleaning products are locked away when not in use.
8. Details of Fire equipment checks are contained in the Fire Log book and are the responsibility of the site manager, Mr Dardis.

EMERGENCY (EVACUATION) ACTION PLAN

ROLES AND RESPONSIBILITIES

1. The Fire log book (register) is kept in the Front Office.
2. The Emergency (evacuation) Plan is drawn from the Fire Risk Assessment. Both the RA and this policy will be reviewed annually by the designated [Fire Officer \(Mr Comoli\)](#) in conjunction with external advisors.
3. Fire detection equipment is located in every classroom, office and corridor in the school.
4. Details of the location of fire fighting equipment can be found in the Fire Risk Assessment.
5. All staff and pupils must report any defective fire equipment immediately to the [site manager \(Mr Dardis\)](#) or to the [Bursar, Claudio Comoli](#).
6. Weekly remote testing of Fire alarms will be carried out by the [site manager, Mr Dardis](#).
7. The [site manager](#) will keep all corridors, staircases and Fire exits clear.
8. [Fire Marshalls](#) audit designated areas for prescribed issues (see fire audit in staffshare) on a weekly basis.
9. Fire training is provided to the staff annually and/or forms part of induction training. Additionally, Fire evacuation information is located on/near the door of every room. (we need to organise some Fire training this academic year)
10. [All staff](#) have a responsibility to ensure they know the evacuation routes.
11. [Cover and temporary staff](#) will be briefed on Fire Evacuation Procedures by the [Academic Administrator](#). In the event of a fire, visitors and contractors will be escorted to the nearest fire exit by a member of staff; particular consideration will be taken for accessibility issues in accordance with The Equality Act.
12. The [Bursar and Head of Sixth Form](#) will organise and initiate a Fire Drill within the first two weeks of every term and record the details of the drill. This ensures staff and pupils are clear about means of escape.
13. The designated fire assembly point is agreed and clearly marked as the parking area to the left of the main exit. This location is made known to all pupils and staff via annual fire training and termly fire drills.
14. [All staff and pupils](#) will follow registration procedures to indicate their presence in the building. Additionally, [all staff](#) must sign out and back in, in the attendance book when taking groups off site. This is located in the reception area.
15. The [Receptionist](#) is the Fire Controller. In the event of absence, the [Site Manager](#) will act in this role.

16. Out of school hours, upon hearing the alarm the remaining key holder and staff in the building will contact the Fire Brigade reporting the fire and leave the building via a safe route.
17. Personal Emergency Evacuation Plans (PEEP) are written for pupils who need help during an emergency and are communicated with the pupil involved and their parents. These plans are updated on an annual basis.

IN THE EVENT OF FIRE

- If a fire is discovered, sound the alarm, do not tackle the fire unless qualified and confident to do so
- The **Fire Controller** (during school hours the **Receptionist** and in her absence the delegated person in charge of the school office) will contact the Fire Brigade. After schools hours, the **site manager** will contact the Fire Brigade
- The **site manager** will greet the Fire Brigade at the school gates
- Close the windows, remove door wedges and move to the nearest exit, following the Emergency Evacuation signs on the door
- If you are the last out of a room shut door behind you
- Do not delay or go back into the building for possessions
- **All staff** will take responsibility in ensuring silent pupil evacuation in the event of an alarm
- The **Receptionist** will take the registers outside to the assembly point
- **Form staff** are to collect the attendance register from the Receptionist and line up with form group at the far end of the playground and report number of missing pupils
- **Staff** with no form responsibility to line up at the fire assembly point
- The **site manager** will attend the alarm panel if safe to assess the alarm location
- **Cleaning or other agency staff** will use the nearest exit and make their way to the assembly point
- **Contractors** will make their way to the assembly point and make themselves known to the **receptionist**
- Trained school **Fire Marshalls** **Refer to training records* will sweep their designated area and report to **Head of Sixth Form** that the building is clear
- The **Receptionist** will indicate to the **Head of Sixth Form** when all registrations are complete and the **Head of Sixth Form** will report any missing person to the Fire Brigade
- The **Head of Sixth Form** will liaise with the Fire Brigade or in his absence one of the designated Fire Marshalls will do so
- **Staff and pupils** must not re-enter the building until the **Head of Sixth Form** tells all assembled that it is safe to do so. The **Head of Sixth Form** will instruct the Receptionist to contact any school groups that are offsite, to inform them of the situation and whether it is safe to re-enter the building.

ARSON PREVENTION POLICY

The aim of this policy is to ensure that all staff understand the importance of being vigilant to reduce the risk of arson attack. Arson is the most common cause of fire in schools. Combustibles stored next to buildings are the greatest source of ignition. All staff should:

- Ensure visitors are aware that the School is a non-smoking site, as indicated by signs around the school
- Report any combustible material left around the School to the site manager
- Secure flammable liquids
- Where possible dustbins should be located as far as is reasonable from the school building. Where this is not possible, dustbins should be chained and locked
- Where possible, ensure any cars left overnight are not adjacent to the building