



**Exeter School  
(Incorporating Exeter Pre-Prep School)**

**Fire Safety Policy**

<b>Status:</b>	Approved
<b>Approver:</b>	MCMM
<b>Source (author):</b>	CAS
<b>Last review date:</b>	September 2025
<b>Next review date:</b>	September 2026



### 1 Scope

This policy is applicable to Exeter School and Exeter Pre-Prep School (hereafter jointly referred to as Exeter School) and details the approach to the control of risk from fire.

### 2 Objectives

- To ensure that risks from fire are identified, and that arrangements are in place to control those risks.
- To enable Exeter School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 (amended July 2022) and other education-specific guidance.

### 3 Legislation

- The Regulatory Reform (Fire Safety) Order 2005 (amended July 2022)
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations (MHSWR) 1999

### 4 Guidance

Exeter School Governors and the Bursar are identified as the 'Responsible Person' under the Regulatory Reform (Fire Safety) Order 2005, with day-to-day duties delegated to the Fire Control Officer (Bursar) and Head of Operations.

Exeter School has in place procedures to:

- Produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances.
- Develop and implement fire procedures and provide staff training (repeated periodically where appropriate).
- Ensure the safety of staff or anyone else legally on the school premises.
- Carry out fire drills and contact emergency services when necessary.
- Appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation).
- Have suitable systems for the provision and maintenance of clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Provide staff and any others working on the school sites with fire safety information.

Further details are given within this policy on how the above procedures are achieved.

The Bursar is the school Fire Control Officer and has overall responsibility for maintaining and ensuring the local implementation of the school's fire procedures.

### 5 Fire Risk Assessment

All of Exeter School's premises are subject to an annual fire risk assessment. This is conducted with and under the advice of an external consultant. The person undertaking the assessment is professionally qualified to do so and will liaise closely with the Head of Operations, who in turn will consult Heads of Department in conducting the assessment where required.

Fire risk assessments are 'live' documents that are reviewed and updated by the Head of Operations, including following any significant change in use, building works or staff feedback.

The Head of Operations will bring to the attention of the Heads of Department any relevant hazards identified in the assessments.

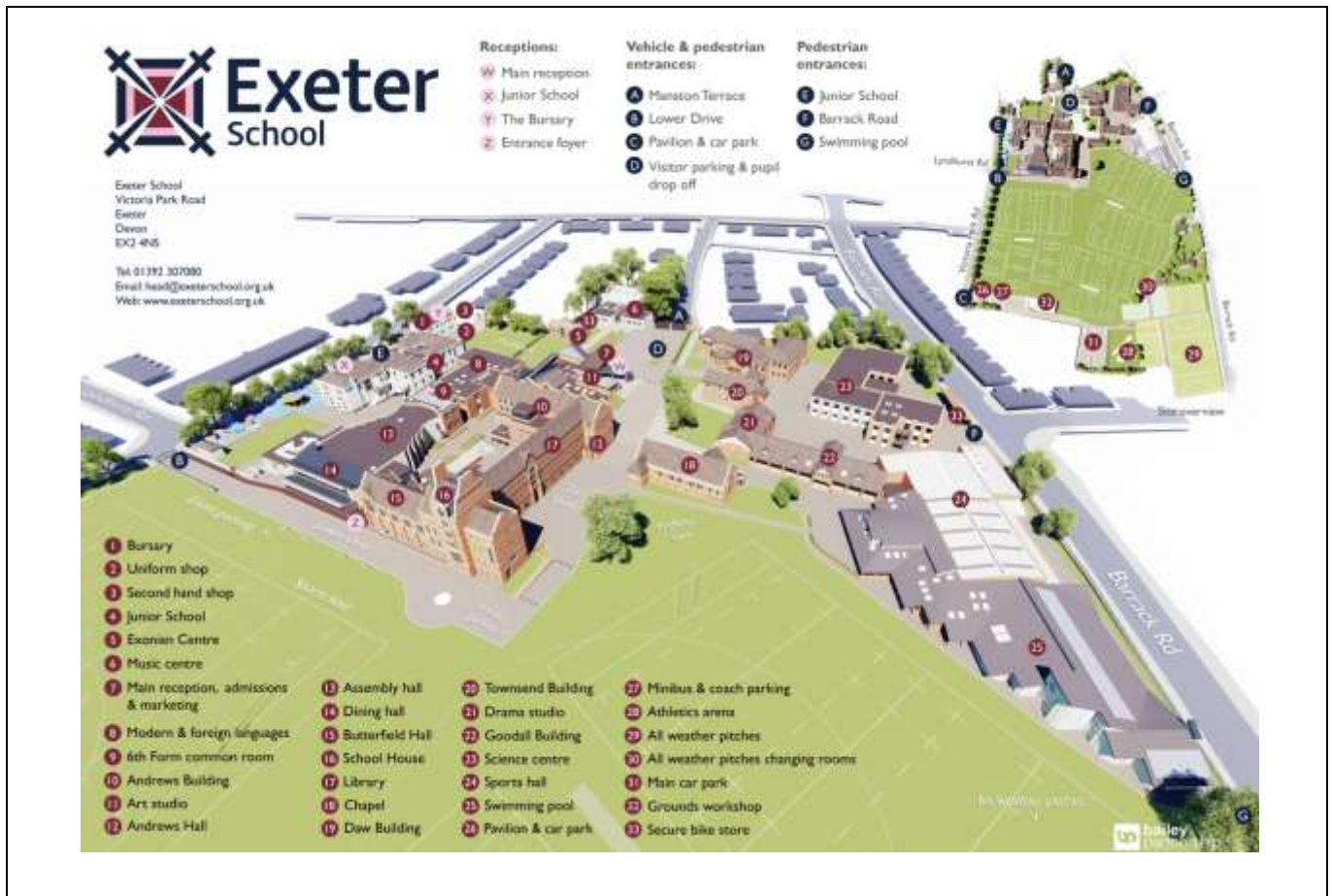


Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular visual checks should be made by all staff, to ensure that hazards are identified and eliminated, and that walkways and escape routes are kept clear of obstructions and tripping hazards.

Area-specific fire precautions and risk assessments will be maintained for higher-risk areas such as kitchens, science labs, workshops, and theatres.

Below is a site plan of Exeter School, Exeter, and a table identifying buildings, area numbers and names.



Number	Building / Area Name	Number	Building / Area Name
1	Bursary	17	Library, Lower Corridor & Operations Workshops
2	Uniform Shop	18	Chapel
3	Second hand Store	19	Daw Building
4	Junior School	20	Townsend Building
5	Exonian Centre	21	Drama Studio
6	Music Centre	22	Goodall Building
7	Main Reception, Admissions & Marketing Office	23	Science Centre
8	Modern & Foreign Languages	24	Sports Hall



9	6 <sup>th</sup> Form Common Room	25	Swimming Pool
10	Andrews Building	26	Pavilion & Car Park
11	Art Studio	27	Minibus & Coach Parking
12	Andrews Hall	28	Athletics Arena
13	Assembly Hall	29	All Weather Pitches
14	Dining Hall, Kitchen, Politics & Business Studies	30	All Weather Pitches Changing Rooms
15	Butterfield Hall	31	Main Car Park
16	School House	32	Grounds Workshop

Below is a site plan of Exeter Pre-Prep School, Exminster, and a table identifying buildings, area numbers and names.



Number	Building / Area Name	Number	Building / Area Name
1	Visitors, Pick up & Drop off, Gates	3	Main Entrance
2	Tennis Court	4	Fenced Play Area



## **6 Fire Alarm Systems**

Each of the school's premises has an adequate means of raising the alarm in the event of fire.

The fire alarm systems are tested weekly on a Thursday between 16:00 and 17:00. The buildings fire alarm is activated using a different activation point each week, where practicable and the sounders will be operated for a few seconds. During the test, there is no need to evacuate the building. The test will be carried by the school Operations Staff and recorded electronically.

The fire alarm systems are serviced every six months during February and August by a competent ISO 9001 / BAFE Approved Contractor.

All records of tests and servicing are maintained electronically and overseen by the Head of Operations.

## **7 Fire Fighting Equipment**

The fire risk assessments determine the minimum level of firefighting equipment required in each building.

Fire extinguishers are inspected monthly by a competent member of the operations staff and are fully serviced by a BAFE Approved Contractor annually, with the extinguisher number and service date recorded on each extinguisher.

## **8 Emergency Lighting**

Emergency exit lighting is installed in the school buildings where lighting would continue to be required in the event of a mains power failure, eg. stairs, passageways, and emergency exit routes.

In accordance with BS EN 50172:2004, BS 5266-:2016 Emergency Escape Lighting Systems, all emergency lights are given a functional test each month and a full 3 hour discharge test annually. The functional tests are carried out by a competent member of the Operations Team and the 3 hour discharge test is carried out by an NICEIC approved contractor.

All records of testing and servicing of emergency lights are updated by the competent person undertaking the tests, with all records held electronically and overseen by the Head of Operations.

## **9 Emergency Procedures**

Written emergency procedures are provided. These written instructions include procedures in the event of a fire.

Fire evacuation procedures across the Exeter Schools family are controlled and monitored by a Deputy Head, for Exeter School and the Head of Exeter Pre-Prep School, both assisted by the Head of Operations. The day-to-day responsibility for fire safety in the Junior School lies with the Headmistress of the Junior School, and The Head at Exeter Pre-Prep School, all assisted by the Head of Operations.

When examinations are in progress at Exeter School, the fire safety responsibility for them rests with the Examinations Officer assisted by his staff.

The Network Manager should be alerted to any outbreak of fire in the school.

Fire Notices are displayed in each room of the school's premises detailing the action to take in the event of a fire alarm activation and highlight the muster point to evacuate to in an emergency. The fire muster points are different depending on locations. An example of an individual room Fire Notice is included in Appendix 1.

All emergency exit routes are clearly identified with illuminated emergency lights and signs directing occupants to the nearest emergency exit.

All means of escape are regularly checked by all school staff to ensure they are kept clear of obstructions and tripping hazards.



Where a person who has a disability, or has specific special needs uses the premises, individual arrangements will be made to ensure they can escape in an emergency, this will include:

- What to do in the event of a fire alarm activation.
- Where the designated safe refuges are.
- Whom to notify in the event of an evacuation.
- Any individual special requirements.

These specific arrangements will be included in the persons Personal Emergency Evacuation Plan (PEEP) risk assessment. The PEEP risk assessment will be passed onto the relevant members of staff who are responsible for or assist with the welfare of the person.

In the event of a fire alarm activation, all pupils, staff and visitors must evacuate, quickly and quietly, immediately from the relevant building and muster at the designated fire muster point.

Lifts must not be used when evacuating a building.

All persons in the buildings must be accounted for.

The Operations staff and trained Exeter Pre-Prep School staff will carry out the routine below.

The fire alarm systems are monitored 24 hours a day by an external monitoring service. In the event of a fire alarm activation the external monitoring service will immediately notify the Head of Operations or others in his absence, by telephone and deploy emergency services if requested.

Staff must also ensure that the Head's Reception or Bursary is informed that a fire alarm has been activated, if anyone is unsure that the alarm has been raised, notify the relevant reception desks. The reception desk staff will inform the Head of Operations and the Operations Staff.

In the event of a fire alarm activation at Exeter Pre-Prep School this system is also monitored 24hrs a day as above. The Operations Team will attend, however this may take fifteen minutes subject to traffic. Exeter Pre-Prep School will also notify the Bursary of the fire alarm activation.

On activation of the fire alarm at Exeter Pre-Prep School only, the secure doors will be released, and the main entrance gate will open.

All teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion to their relevant fire muster points identified on the Fire Action Notices in each room.

On arrival at the designated muster point identified on the fire action notice:

- Pupils evacuating from lessons must line up in their class groups at the first available marked line on the kerb stone edge.
- Pupils not in lessons that evacuate from areas such as the 6<sup>th</sup> form common room, changing rooms or dining hall etc should also muster at one of the first available marked lines where members of staff can manage the groups.
- Staff and visitors from non pupil and admin areas should muster at a staff / visitor's area marked with an 'Dash' on the kerb stone edge.

When evacuating from a room or building doors must be closed, and windows shut where possible, without putting anyone at further risk or delaying the evacuation.

The teaching staff at Exeter School and Exeter Pre-Prep School, are responsible for taking a register on arrival at their muster points, this should be carried out using their Fire Registers to ensure that the name(s) of anyone who cannot be accounted for and, if possible, their likely location is passed immediately to the Senior Leadership Teams and the Head of Operations.



It is the responsibility of Head of Operations, or a senior member of staff present to ensure that this information is passed to the Fire and Rescue Service should they attend.

If, on activation of the fire alarm there are no reports of a fire from the person's evacuating the building, the Operations staff or the competent member of staff at Exeter Pre-Prep School will attend to the relevant fire alarm panel to identify the zone location of the system activation, positioning guards on external doors when possible to stop anyone returning into the building and conduct a controlled and systematic sweep of the building to ensure all occupants are safely evacuated and locate the source of the activation of the fire alarm.

If the source of the activation is identified as a false alarm, or the cause of the alarm activation has been identified, if safe to do so, the alarm system will be reset, by a member of the Operations Team or a competent person in their absence and the instruction will be given by the Head of Operations or the competent person in his absence that it is safe to return to the building.

If it becomes necessary to move anyone away from the fire muster points, this decision will be made at the time by a Deputy Head or a member of the leadership team in their absence.

### **10 Summoning the Fire Brigade**

If it is required, the Fire and Rescue Service must be called immediately by the person who discovered the fire, using 999 and giving clear information on the location and nature of the fire if known, and including advice on the nearest school entrance to the fire, any relevant information must be passed onto the Head of Operations and the Senior Leadership Team.

The Exeter School primary address is:

**Exeter School. Victoria Park Road, Exeter. EX2 4NS**

Or for Manston Terrace entrance:

**Exeter School. Manston Terrace, Exeter. EX2 4NP**

**Telephone: 01392 307080**

It may be useful to give the Fire and Rescue Service more specific directions using the "what3words" system, as follows:

- Head's reception – *held.shakes.race*
- Victoria Park Road entrance – *caked.lonely.inches*
- Manston Road gate – *water.trying.region*
- Barrack Road pedestrian gate – *milk.edges.tinsel*
- Barrack Road vehicle entrance – *thank.index.gave*
- Pavilion gate on Victoria Park Road – *pits.rushed.prime*

Exeter Pre-Prep School address is:

**Exeter Pre-Prep School. The Avenue, Exminster. EX6 8AT**

**Telephone: 01392 496122**

The "what3words" for Exeter Pre-Prep School are – *volume.ducks.apples*

In the event of the Fire and Rescue Service being called, the Head of Operations or a nominated member of the Operations or School Staff in his absence will meet them on their arrival and pass on detailed information of the event, of persons unaccounted for and relevant building information.



Detailed information of each of the buildings across the school's properties is provided in the red fire cabinets adjacent to each of the fire alarm panels. This provides information on isolation points, building plans, COSHH assessments, asbestos registers etc.

Table A shows a list of the Exeter School, buildings / areas and the relevant fire muster points.

Table B shows the Exeter School, fire muster points location map

Table C shows Exeter Pre-Prep School building / areas and the relevant fire muster points.

Table D shows Exeter Pre-Prep School, fire muster points location map

**Table A**

<b>Building No.</b>	<b>Building / Area Name</b>	<b>Fire Muster Points</b>
1	Bursary	The Paddock
2	Uniform Shop	The Paddock
3	Second Hand Store	The Paddock
4	Junior School	Junior School Play Area
5	The Exonian	The Paddock
6	Music Centre	The Paddock
7	Admissions & Marketing Office	Prefects Lawn
8	Modern Foreign Languages	Lower Drive
9	6 <sup>th</sup> Form Common Room	Lower Drive
10	Andrews Wing	Lower Drive
11	Art Studio	Prefects Lawn
12	Andrews Hall	Lower Drive
13	Assembly Hall	Lower Drive
14	Dining Hall, Kitchens, Politics & Business Studies	Lower Drive
15	Butterfield Hall	Lower Drive
16	School House	Lower Drive
17	Library, Lower Corridor & Operations Workshops	Lower Drive
18	Chapel	Lower Drive
19	Daw Building	Prefects Lawn
20	Townsend Building	Prefects Lawn
21	Drama Studio	Lower Drive Turning Circle
22	Goodall Building	Lower Drive Turning Circle
23	Science Centre	Prefects Lawn
24	Sports Hall Building & Changing Rooms	Lower Drive Turning Circle
25	Swimming Pool Building & Seminar Room	Lower Drive Turning Circle
26	Pavilion & Grounds Workshops	The Sports Field
27	Athletics Arena	N/A
28	Astro Changing Rooms	The Sports Field
29	All Weather Pitches	N/A



Table B





Table C



Table D

Building / Area Name	Fire Muster Point
All Areas	The Tennis Court



## 11 Fire Drills

Standard fire drills are held at the start of each academic year, co-ordinated by a Deputy Head, the Head of Operations and the Head of Exeter Pre-Prep School, to ensure all staff and pupils are familiar with evacuation procedures.

Enhanced fire drills are carried out in the spring and/or summer terms with additional hazards introduced such as blocked exits, missing pupils etc.

Records of fire / evacuation drills are maintained electronically.

## 12 Fire Training

All staff are trained in:

- Emergency evacuation procedures.
- Action to take on discovering a fire, including how to activate the fire alarm.
- Action to take on hearing the alarm, including location and use of exits and escape routes.
- How to identify fire hazards.

All Operations and key Exeter Pre-Prep School staff are trained in the following emergency evacuation procedures:

- Actions to take on discovering a fire, including how to activate the fire alarm.
- Action to take on hearing the alarm, including location and use of exits and escape routes.
- How to identify fire hazards.
- How to operate the different fire alarm panels
- How to secure the buildings
- How to conduct a safe controlled search through the buildings to locate the activated fire alarm point.
- How to isolate utilities into the buildings

Note: At present a number of School Staff are trained in the use of firefighting equipment.

Pupils are informed of exits and escape routes.

Visitors and Contractors: Contractor fire safety responsibilities will also be managed in line with the Construction (Design and Management) Regulations 2015 (CDM).

- All visitors to the school will sign in and be given a lanyard and ID badge, on the reverse of the badge simple fire instructions are provided.
- School staff responsible for the visitors / contractors must account for them in the event of an evacuation.
- Regular db's checked contractors and visitors will be given a briefing on site rules and policies, to ensure that they are aware of what to do in the event of a fire alarm evacuation and the location of the relevant fire muster points.

For events with large numbers of visitors such as open days, concerts and functions, these will be covered by specific risk assessments which will provide event specific information and evacuation guidance for the responsible member of staff to inform their visitors. For example, in the event of a fire alarm activation in the Main Assembly Hall during a performance, the instruction will be to remain in your seats until instructed to evacuate the building via the multiple emergency exits, unless it is obviously needed to evacuate the building immediately.

Fire safety training will be refreshed annually, or sooner if significant changes occur. All training will be recorded and retained.



### 13 Fire Prevention

Exeter School takes all reasonable precautions to prevent a fire from breaking out. For a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being adhered to all staff must:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons, ammunition, hazardous substances etc).
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- Maintain awareness through training and refresher training of the preventative steps that need to be taken.
- Include fire prevention and evacuation procedures during the induction process with all persons new to the school.
- Pay close attention to the activities of contractors and their tasks.
- The use of a 'Hot Works' permit to work system.

### 14 Fire Records

The following systems and maintenance records are managed and held by the Head of Operations:

- Statutory inspections.
- Fire alarm activations.
- Fire alarm systems.
- Firefighting equipment.
- Emergency lighting.

Records will be retained for a minimum of 3 years for drills and testing, and longer for risk assessments. All fire safety arrangements will also comply with BS 9999:2017 Fire safety in the design, management and use of buildings.



**Appendix 1 - Fire Action Notice Example**



# Fire action



**Fire alarm  
call point**

1. Operate nearest  
fire alarm call  
point



2. Leave the building  
by the nearest  
available exit



3. Report to  
assembly point

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**Roles and Responsibilities Matrix**



Role	Responsibilities
Responsible Person (Governors/Bursar)	Overall compliance under Fire Safety Order 2005; ensures adequate resources are available.
Fire Control Officer (Bursar)	Overall responsibility for fire safety policy and compliance at Exeter School.
Head of Operations	Day-to-day management of fire safety systems, drills, maintenance, and liaison with consultants.
Heads of Department	Ensure fire safety arrangements in their areas; communicate hazards and assist with risk assessments.
Teaching Staff	Escort pupils during evacuation, conduct roll calls at muster points, follow fire safety instructions.
Operations Staff	Carry out system tests, inspections, and assist in evacuations and sweeps.
Contractors	Comply with site fire procedures, CDM requirements, and report hazards immediately.

### Flowchart of Evacuation Procedures

1. Discover fire → Raise alarm immediately.
2. Alarm sounds → Evacuate building via nearest safe exit.
3. Staff escort pupils and visitors to designated muster points.
4. Close doors/windows if safe to do so.
5. Conduct roll call using Fire Registers at muster points.
6. Report missing persons and information to Senior Leadership and Head of Operations.
7. Head of Operations (or senior staff) liaise with Fire & Rescue Service.
8. Await confirmation before re-entry.