



FIRE SAFETY AND PROCEDURES POLICY

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Next review date: February 2029

Staff responsible: Alexander Richardson (Bursar)

Chair of Directors: Ben Whitchurch

This policy should be read in conjunction with the following States of Jersey Fire Laws:

[Fire and Rescue Service \(Jersey\) Law 2011](#)

[Fire Precautions \(Jersey\) Law 1977](#)

and St George's policies:

- Safeguarding Policy
- Child Protection Policy
- Health and Safety Policy
- Fire Risk Assessment
- Supervision Policy
- Missing Child Policy
- Privacy Policy
- Data Protection Policy
- Medical and First Aid Policy

Rights Respecting School Statement

Our school's vision and values have, at their heart, the importance of treating each other as we would want to be treated ourselves. This is one of the reasons why the work of UNCRC and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child. This policy links specifically to the following articles:

- **Article 2:** No discrimination
- **Article 3:** Best interest of the child
- **Article 4:** Making rights real
- **Article 6:** Life, Survival and Development
- **Article 24:** Health, Water, Food and Environment
- **Article 32:** Protection from harmful work

This Fire Safety and Procedures Policy has been prepared by the School's appointed Fire Safety Consultants following a comprehensive review of the premises, its operational practices, and associated fire safety arrangements. The policy reflects current best practice, relevant legislative requirements, and the specific needs of St George's to ensure the ongoing safety of pupils, staff, visitors, and contractors.

FIRE SAFETY POLICIES AND PROCEDURES

St. George's Preparatory
School



St George's
PREPARATORY SCHOOL

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Author: MF - Ignis Safety Consultants Ltd

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Preparatory School

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Important Contacts

Name / Role	Company / Name	Tel No	Mobile No
Jose Goncalves (Caretaker)	St. Georges Preparatory School	481593	07797 749665
Fire & Rescue Services	States of Jersey Fire and Rescue	444705	
Fire Alarm Servicing Engineer	CI Fire & Security	759144	
Emergency Lighting Servicing Engineer	Smail & Richards	723 503	
Fire Safety Consultation	Ignis Safety Consultants Ltd	786 666	

Policy Statement

St. George's Preparatory School (St. George's) recognises the risks involved with fire. The company has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their occupants and others who may be affected by its undertaking. All staff and/or users must be made familiar with the fire procedures as required by the Fire Precautions Law and the general duties under;

The Health & Safety at Work Law (Jersey) 1989

In pursuance of this aim St. George's will:

- Provide a safe working environment, paying particular attention to fire prevention and evacuation procedures.
- Ensure that systems are in place and regularly scrutinised to ensure their adequacy i.e., fire evacuation drills, inspection of means of escape and maintenance of fire warning/fire safety systems.
- Provide appropriate information and suitable instruction to all employees to ensure the appropriate competency of all occupants and contractors with devolved roles and responsibilities.
- Ensure Fire Risk Assessment and Audits are regularly reviewed and actioned.
- Liaise with the landlord to ensure all responsibilities outside St. George's tenanted area are fulfilled.

Statutory and Regulatory Framework

- In line with the Health and Safety at Work (Jersey) Law 1989, particularly Part 2, Article 3, duty of employers/responsible person(s), St. George's will ensure that all necessary precautions are taken to protect children, staff and visitors in case of fire.
- St. George's will ensure that the requirements of the Regulatory Reform (Fire Safety) Order 2005 are followed as 'best practice' guidelines.
- As such. Fire risk assessments in relation to all Jersey premises under the management of St. George's will be regularly reviewed in line with the conditions set out in the Order (above).
- Jersey Fire Safety legislation will be monitored, and this policy and associated procedures revised accordingly to align with any future legislative changes.
- St. George's is committed to meeting all relevant Jersey fire safety and public safety regulations.

1. Persons with Impairments

St George's Preparatory School will give due consideration to the difficulties that may be experienced by pupils, staff, visitors, or contractors with an impairment during emergency evacuation.

The school will take account of the needs of all persons on the premises and will put in place appropriate arrangements to support the assisted evacuation of any individual who may require help. This includes pupils who may require supervision, reassurance, or physical assistance to evacuate safely.

It is recognised that impairments can vary significantly and may include physical, sensory, cognitive, behavioural, or mental health-related needs. It must not be assumed that individuals who appear physically able, or who can walk independently, will necessarily be able to evacuate without assistance during an emergency situation.

Responsibility

St George's responsibility for ensuring the safe evacuation of persons with impairments is dependent on whether person is a member of staff and/or users, a visitor, or a contractor.

Staff and/or Users

It is the responsibility of St George's to ensure that appropriate liaison takes place with members of staff, pupils (through parents or guardians where appropriate), and regular visitors who have an impairment, in order to identify whether assistance may be required in the event of an emergency evacuation. Please refer to the P.E.E.P Questionnaire (Appendix 2).

Visitors and Contractors

The designated Responsible Person at St George's is responsible for the safety of any visitors (including parents and guardians) and contractors with an impairment while they are on the premises. Appropriate arrangements must be made to ensure that such persons are aware of how they will be assisted to evacuate safely in the event of an emergency. St George's accepts responsibility for the safety and wellbeing of all pupils, staff, visitors, and contractors while they are on the school premises.

Where it is known that a pupil, visitor, or contractor has an impairment, it will normally be sufficient to apply the school's generic evacuation procedures, with appropriate arrangements agreed in advance with the pupil's parent or guardian, or directly with the visitor or contractor as appropriate.

Where these arrangements are not considered suitable, or where the individual is expected to spend an extended period of time on the premises, a suitable Personal Emergency Evacuation Plan (PEEP) will be developed by the Responsible Person to ensure safe evacuation in the event of an emergency.

2. Evacuation Procedures for Persons with Impairments

Wheelchair Users/Persons with reduced mobility

On activation of the fire alarm, members of staff at St George's will take responsibility for assisting any pupils, staff, or visitors who are wheelchair users or who have reduced mobility to evacuate safely using the nearest appropriate escape route.

Evacuation will be carried out in accordance with the school's agreed emergency procedures, with staff providing supervision, guidance, and physical assistance where required to ensure individuals can leave the building safely and without delay.

Any evacuation aids provided will only be used by staff who have received appropriate instruction and training.

St George's is responsible for ensuring that staff receive suitable training in how to safely assist wheelchair users and persons with reduced mobility during a fire evacuation.

Deaf or Hearing Impairments

Deaf/persons with hearing impairments are encouraged to inform colleagues if they are likely to require assistance in the event of the fire alarm being raised.

Blind or Visual Impairments

Persons with visual impairments should, agree a procedure with their colleagues for evacuation in the event of the fire alarm being raised.

3. Workplace Fire Safety

Creating and Maintaining a Fire-Safe Workplace

In order to create and maintain workplaces which are safe from the risk of fire, St George's

- (a) Carry out a Fire Risk Assessment of the premises in accordance with nationally accepted standards and procedures.
- (b) Provide passive and active fire precautions identified as necessary by the fire risk assessment.
- (c) Carry out any remedial works to address shortfalls in standards identified by the fire risk assessment.
- (d) Ensure visiting contractors activities are controlled and that they are provided with adequate information to evacuate the premises in the event of an emergency.
- (e) Conduct regular inspections, tests, and maintenance of fire precaution measures to ensure that they remain effective.

Staff Responsibilities:

- (a) They understand the information and instructions contained within the Fire Action Plan (this document), Fire Logbook (located adjacent to the main ground floor entrance) and any other Fire Safety instructions provided (Fire Action Notices).
- (b) They understand the actions they need to take to ensure the fire precautions remain effective.
- (c) They understand the actions to take on discovering a fire, or on hearing the fire alarm.
- (d) That no one (visitors, contractors, or members of staff) purposefully seeks to interfere with any fire precaution measures provided to ensure safety within the premises

Visiting members of the public and contractors are also required to abide by St Georges policies and procedures relating to their health and safety whilst attending these premises.

4. Fire Emergency Action Plan

All staff at St George's must be familiar with the fire emergency procedures in place, in accordance with the Fire Precautions Law and the general duties under the Health & Safety at Work (Jersey) Law 1989.

Staff must ensure they are familiar with the means of escape from the areas in which they work and supervise, including the location of all fire exits, staircases, and the designated fire assembly point.

On activation of the fire alarm:

- Staff and pupils located on the first floor will make their way to the nearest staircase and continue to evacuate the building using the nearest available exit.
- Staff and pupils located on the ground floor will evacuate directly via the nearest available exit.

During evacuation, staff will take responsibility for directing pupils and visitors towards the appropriate escape routes and exits.

As occupants begin to leave each area, staff will carry out a systematic sweep of classrooms, toilets, and other occupied spaces on their route out to ensure that no persons remain. Particular attention will be given to toilets and enclosed rooms.

It is recognised that during an alarm, some individuals, particularly younger pupils, may become distressed, disorientated, or reluctant to evacuate. Staff will therefore provide clear instructions, reassurance, and assistance as required to support a calm and orderly evacuation.

Where it is safe to do so and reasonably practicable, a final visual check will be carried out to confirm that the area has been cleared before staff exit the building.

This process will continue until all occupants have evacuated and proceeded directly to the designated fire assembly point.

Main Building

In the event of the fire alarm activating within the main school building, staff will immediately take responsibility for the safe and orderly evacuation of all pupils, staff, and visitors. As the building is arranged over three floors, evacuation will be managed by staff in a structured and controlled manner.

Pupils and staff located in ground floor classrooms will normally evacuate via the primary means of escape using the nearest available exit. Where a classroom has a direct exit into open air, this exit will be used if the primary escape route is compromised or unsafe. Pupils will evacuate under staff supervision and proceed directly outside.

Pupils and staff located on upper floors will be directed by staff to use the nearest staircase and continue evacuation to ground level before exiting the building. Staff will ensure pupils remain together as a supervised group and do not attempt to change routes or re-enter rooms.

As evacuation takes place, staff will carry out a systematic sweep of classrooms, toilets, and adjacent areas on their route out, where it is safe to do so, to confirm that no persons remain.

Within the Dining Hall, staff will direct pupils, staff, and visitors to evacuate immediately via the nearest available external exit. Both exits will be utilised as appropriate to support a swift and controlled evacuation.

Throughout the evacuation, staff will provide clear instructions, reassurance, and assistance as required, particularly for younger pupils or those requiring additional support. Once outside, pupils will proceed directly to the designated fire assembly point, where staff will account for their group. Any concerns or unaccounted persons will be reported immediately to the Responsible Person or the attending emergency services. No person may re-enter the building until authorised to do so.

Sports Hall

In the event of the fire alarm activating within the sports hall, staff will immediately take responsibility for the safe and orderly evacuation of all pupils, staff, and visitors present. Where multiple activities are taking place at the same time, including use of the sports hall floor, spectator area, and dance studio, staff will ensure evacuation is coordinated and controlled.

Pupils and visitors using the sports hall floor will be directed by staff to evacuate immediately via the nearest available external exit. Pupils and visitors located in the dance studio will evacuate directly via the external fire exit where this is the nearest and safest route. Pupils and visitors located in the first-floor spectator area will be instructed to descend via the staircase and continue to evacuate the building using the nearest available exit, under staff supervision.

Staff supervising activities in each area will take responsibility for directing pupils and visitors, maintaining group control, and ensuring individuals do not re-enter the building. Where safe to do so, staff will carry out a quick visual check of their activity area, including any adjoining rooms or toilets, before exiting.

Throughout the evacuation, staff will provide clear instructions and reassurance, particularly where pupils may be unfamiliar with the space or involved in organised activities. At the fire assembly point, pupils will be accounted for by staff, and any concerns or missing persons will be reported immediately to the Responsible Person or the attending emergency services. No person may re-enter the sports hall until instruction is given by an authorised person.

Courtyard Building's

In the event of the fire alarm activating within the courtyard building, staff will take immediate responsibility for the safe and orderly evacuation of all pupils, staff, and visitors.

On the ground floor, classrooms open directly into open air and pupils will be directed by staff to evacuate immediately via these exits and proceed towards the designated fire assembly point.

On the first floor, where occupancy is low, pupils using classrooms, club rooms, changing rooms, or ancillary areas will be directed by staff to descend via the nearest staircase and continue evacuation to ground level before exiting the building. Storage-only areas, including the attic store, will not be occupied by pupils.

Staff will maintain group control throughout the evacuation and, where safe to do so, carry out a visual check of classrooms, toilets, and changing areas on their route out.

The lodge within the courtyard building has independent access and egress; the groundskeeper will evacuate via their designated exit and proceed to the fire assembly point.

All pupils will be accounted for at the assembly point, and no person may re-enter the building until authorised to do so.

Swimming Pool Building

In the event of the fire alarm activating within the swimming pool building, staff will immediately take responsibility for the safe and orderly evacuation of all pupils, who must remain under direct supervision at all times.

If pupils are in the pool when the alarm sounds, the supervising swimming teacher or lifeguard will instruct all pupils to stop swimming and exit the pool calmly. Pupils will be assisted as required and directed towards the nearest available fire exit without delay. Where available and safe to do so, towels may be issued to pupils to reduce the risk of cold exposure, provided this does not delay evacuation.

If pupils are on the poolside or in changing rooms, staff will direct them to evacuate immediately via the nearest available fire exit. Where safe to do so, staff will carry out a quick visual check of the pool, poolside, changing rooms, and toilets on their way out.

Staff will maintain group control throughout the evacuation and provide clear instructions and reassurance. At the fire assembly point, pupils will be accounted for by staff, and any concerns will be reported immediately to the Responsible Person or the attending emergency services. Pupils must not re-enter the building until instructed to do so by an authorised person.

FIRE ASSEMBLY POINT

The primary Fire Assembly Point for the school is located on the front lawn.

In the event that the primary assembly area becomes unsafe or unsuitable due to the location of the incident, smoke conditions, weather, or emergency service activity, a senior member of staff will assume control of the assembly arrangements and act as a mobile assembly point.

Under their direction, pupils and staff may be relocated in a controlled manner to a safer area within the school grounds, such as moving further along the front lawn or, where necessary, to the playing field.

Pupils will remain under staff supervision at all times and must not relocate unless instructed to do so by staff. The senior member of staff overseeing the assembly point will ensure pupils are continuously accounted for during any movement and that all persons remain clear of buildings, access routes, and emergency service operations.

Discovery of a Fire

Any person discovering a fire must:

- 🔥 **Raise the alarm** by pressing the fire alarm 'break glass' point located on your exits.
- 🔥 **Contact the Fire Service** – 999
- 🔥 **Evacuate** your designated workspace/demise
- 🔥 Go to the Assembly Point

Firefighting measures;

- 🔥 Only persons trained in the use of fire extinguishers should attempt to put out a fire. Never put yourself or others at risk if attempting to fight a fire. All firefighting attempts must be ceased if there is potential for the spread of fire or smoke, the escape route is in danger of being cut off or if firefighting measures are unsuccessful in putting out a fire.
- 🔥 Remember to close doors behind you. The building is designed to restrict the spread of fire and smoke for a certain period of time.

Occupants, visitors and contractors

- 🔥 Leave the building immediately using the nearest available exit
- 🔥 Do not enter any area where there is evidence of smoke
- 🔥 Close any door through which you pass
- 🔥 Do not stop to collect personal belongings
- 🔥 Go directly to the Assembly Point
- 🔥 Do not re-enter the premises without permission
- 🔥 Follow instructions given by any attending Fire Marshals

5. Fire Safety Training

At St George's, staff have direct responsibility for the supervision and safety of pupils and play a key role in supporting the safe and orderly evacuation of the premises in the event of an emergency.

During an evacuation, staff will:

- Take immediate responsibility for the pupils in their care
- Provide clear direction and guidance to pupils, visitors, and parents
- Offer reassurance and assistance to maintain a calm and controlled evacuation
- Provide additional support to individuals who may require assistance, including pupils, staff, or visitors with mobility needs, sensory impairments, or those unfamiliar with the premises

All staff will receive information, instruction, and training appropriate to their role, in accordance with the Health & Safety at Work (Jersey) Law 1989, to ensure they have a suitable level of fire safety awareness and understanding of emergency procedures. Fire safety information and evacuation procedures will form part of staff induction.

A suitable number of staff will receive enhanced fire safety training and will be appointed to specific roles, such as fire marshals or responsible persons. Refresher training will be provided at intervals determined by risk assessment and operational need.

Enhanced training will typically include:

- Fire prevention and risk awareness
- Emergency and evacuation procedures
- Defined roles and responsibilities during an evacuation
- Safe use of fire safety equipment where appropriate
- Procedures for assisting pupils, staff, and visitors during evacuation

Fire Evacuation Drills

Fire evacuation drills will be carried out at least twice a year to ensure staff are familiar with emergency procedures and can support visitors safely.

False Alarms

If the fire alarm activates, staff at St George's must treat the activation as genuine and immediately implement the school's evacuation procedures, regardless of whether there is any obvious indication of fire. The fire alarm system must not be silenced, reset, or interfered with by staff.

Once the premises has been fully evacuated and all pupils, staff, visitors, and contractors have been accounted for at the designated assembly point, the Responsible Person or nominated member of senior staff will take control of the situation and make the appropriate notifications, including contacting the alarm monitoring service and/or keyholders as required.

Only the appointed fire alarm contractor, the Fire and Rescue Service, or another authorised competent person is permitted to investigate the cause of the alarm activation, confirm whether it is genuine or false, and reset the fire alarm system.

Staff must not re-enter the building, or allow pupils, visitors, or parents to re-enter, until clear confirmation and instruction has been given by the attending competent person or the emergency services.

6. General Information/Guidelines

Fire Alarm and Emergency Lighting

CIFS will be appointed as the fire alarm contractor responsible for the inspection, servicing, and maintenance of the fire alarm system. CIFS installed and commissioned the system and will carry out routine maintenance visits in line with BS 5839-1, including annual servicing and monitoring checks. St Georges staff conduct weekly fire alarm tests in-house by activating a different manual call point each week to confirm sounder operation and system functionality. Any faults identified during weekly tests will be reported to alarm contractor for follow-up and repair.

Emergency lighting will be tested and maintained in accordance with BS 5266. A full three-hour duration discharge test will be carried out annually by the appointed competent contractor, with routine functional testing undertaken at appropriate intervals. All test results will be recorded in the fire safety logbook.

Weekly Fire alarm short test (sounders and call points)

St George's will carry out weekly fire alarm tests in-house to confirm that the fire alarm system, including sounders and manual call points, is functioning correctly. A different manual call point will be activated each week on a rotational basis.

Fire Door Checks

Fire doors leading to service areas and higher risk rooms such as kitchen/staff areas will not be wedged open. Fire doors will remain closed at all times, where reasonably practicable. Fire doors leading to the escape routes, under no circumstances, will be held open or wedged open.

Should staff members observe any damage to the designated fire doors on the premises, this should be reported to the Lead Fire Marshal and/or the 'Responsible Person' without delay in order to arrange repair.

Fire Escape Routes

Each member of staff is responsible for ensuring that escape routes remain clear at all times. No items should be left in these areas that could create a trip hazard or obstruction for anyone evacuating in the event of a fire. Escape routes must always be kept sterile to ensure a safe and efficient evacuation.

Fire Extinguishers

Fire extinguishers are provided on the escape routes; these should never be removed except in the event of fire or when serviced.

St Georges ensures that a qualified contractor is engaged to service all firefighting equipment annually. The service dates will be recorded in the Fire Logbook to maintain compliance and safety standards.

St Georges will ensure that satisfactory equipment is provided in line with the Health & Safety at Work (Jersey) Law 1989.

Heating Systems

Wall-mounted and portable heaters will not be left on for extended periods when the premises are unoccupied. The Fire Marshals at St Georges are responsible for being aware of the ignition risks associated with heating systems and ensuring their safe use.

Manual 'Break Glass' Call Points

Manual fire alarm points are provided on the escape routes. It is the responsibility of the staff members to ensure they are familiar with the location of this equipment.

Storage – Service Cupboards

Fire Marshals are responsible for ensuring that service cupboards within the premises remain free from any storage or combustible items in order to restrict the spread of the products of fire throughout the building.

7. Hot Work Permits

St Georges staff will ensure that all contractors sign in, understand site safety rules, and provide any required risk assessments. Staff will confirm whether any hot work is planned and issue a hot work permit if needed. They will check that contractors have appropriate fire precautions in place, are working only in authorised areas, and are carrying out their tasks safely. Before contractors leave, staff will ensure the work area is left clean, safe, and free from hazards.

E1. Personal Emergency Evacuation plan (PEEP)

Examples of a disability (not exhaustive):

- Mobility impairment
- Sensory impairment
- Learning impairment
- Cognitive impairment

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety.

If it is believed that someone might require assistance, the PEEP questionnaire should be completed with the Fire Marshal responsible for the work area.

Writing the PEEP: from the information gathered in the questionnaire, a PEEP should be developed with the person affected. If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e., the number of assistants and the methods to be used.

Evacuating in an Emergency:

Safe Routes:

A Personal Emergency Evacuation Plan (PEEP) must clearly identify the safe escape routes available to the individual. It is essential to confirm that any security devices, door releases, or access controls along these routes can be operated quickly and independently by the person evacuating. The PEEP should also outline alternative escape routes in case the primary route becomes blocked or unsafe during an emergency.

To be effective, any PEEP depends on the ability of staff to respond effectively. Staff will therefore need to be provided with instructions, and possibly practical demonstrations appropriate to their responsibilities. The opportunity to practice using Evacuation Aids during Fire Drills will benefit all persons involved.

PEEP Questionnaire:

Personal Emergency Evacuation Plan – Questionnaire

Name:			
Location in Building(s)			
Do you routinely use more than one location?	YES	NO	
Please provide further details:			
Emergency Procedures:			
Are you aware of the closest fire exit available to you?	YES	NO	
Are you aware of the emergency evacuation procedures which operate in the location(s) you attend?	YES	NO	
Do you require written emergency evacuation procedures?	YES	NO	
Do you require the emergency evacuation procedures explained to you by a member of the team?	YES	NO	
Are the signs that mark emergency routes and exits clear enough?	YES	NO	
Can you hear the fire alarm?	YES	NO	
Could you raise the alarm if you discovered fire?	YES	NO	
Do you feel that you need assistance to get out of the building in an emergency?	YES	NO	
Can you move quickly in the event of an emergency?	Don't Know	YES	NO
Do you find stairs difficult to use?	Don't Know	YES	NO
<p><i>Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.</i></p>			

E2. Fire Action Notice

