

UNICORN SCHOOL

FIRE POLICY AND PROCEDURES

This policy applies to all children, staff and visitors to Unicorn School, including those children in the EYFS.

Produced in accordance with the Regulatory Reform (Fire Safety) Order 2005

The Fire Safety Officer is the Bursar

RESPONSIBILITY

Staff Member:

Bursar

Reviewed:	November 2025
Approved by Governors:	November 2025
Updated (Fire Marshals):	January 2026
Next Review:	November 2026

FIRE POLICY

Introduction

The School's priority is to minimize the risk to life and to reduce injury by:

- maintaining the physical fire safety integrity of the School;
- ensuring that staff, pupils and visitors do not add to the fire risk;
- safe evacuation of our buildings if a fire breaks out.
- evaluate and minimize the risk of a fire starting by removing or reducing potential hazards and sources of ignition

Fire Prevention Measures

The responsible person in matters of fire safety is the Bursar. In this role, the Bursar ensures that the following documents are kept up to date:

- Fire Risk Assessment
- Records of Fire Training undertaken by Staff
- Records of Fire Alarm Tests (weekly)
- Records of Fire Practice drills (termly)
- Certificates for the installation and maintenance of firefighting systems and equipment

A Fire Risk Assessment, in compliance with the Fire Precautions Regulations, is undertaken annually. This includes steps to reduce/eliminate risks from dangerous substances and materials.

Fire Wardens and Fire Marshals

By the end of June 2024, all Staff undertook fire awareness training by completing a "Fire Safety in Education" course. The following staff have completed Fire Warden/Fire Marshal training:

Kevin Guy	Bursar	Fire Safety Officer (Dec 2025) Fire Warden/Marshal
Polly Fraley	Headteacher	Fire Warden/Marshal (Jan 2026)
David Gladstone	Deputy Head	Fire Warden/Marshal (Jan 2026)
Jonny Jones	Assistant Head	Fire Warden/Marshal (Jan 2026)
Ed Volley	Caretaker	Fire Warden/Marshal (Nov 2025)
Cindy Rodgers	Office Manager	Fire Warden/Marshal (Jan 2026)

The Fire Wardens are required to ensure that the buildings are emptied of people upon fire alarm activation.

The Fire Marshal is required to identify fire hazards in the buildings and report them to the Fire Safety Officer (the Bursar). This is achieved through carrying out continual inspection of the premises.

The Fire Safety Officer is responsible for:

- identifying hazards;
- ensuring that the Fire Risk Assessment and associated procedures are kept up to date and valid;
- testing the fire alarm weekly and rectifying any faults immediately
- confirming that fire drills are organised, recorded and being involved in the SLT de-brief process;
- maintaining fire related documentation;
- continually ensuring that fire exit routes and final exit doors remain clear;
- ensuring that Fire Call Points remain visible and have the correct signage displayed;
- confirming that fire extinguishers are in the right place, free from damage, serviced and not obstructed;
- checking that fire doors are not propped open and that they are free from damage;
- being satisfied that housekeeping standards are maintained without a build-up of combustible materials and other hazards;
- confirming that flammable and hazardous materials are stored correctly;
- ensuring that systems are in place for portable appliance testing (PAT);
- assisting with developing and implementing effective fire safety systems for contractors;
- ensuring that all internal statutory fire safety inspections and tests are undertaken;
- monitoring fire directional signage to confirm that it is the correct type, not damaged and is visible;
- confirming that protected stairwells are kept clear.

Ongoing Fire Prevention/Safety Procedures

The Fire Evacuation Procedure is practised at least once per Term. **It is important to remember to instruct EMS, the off-site alarm monitor (see details in next section) prior to any test of the Fire Evacuation Procedure.** The Senior Leadership Team discusses any findings after each drill.

There are smoke and heat detectors which automatically activate the Fire Alarm. The alarm can also be activated by pressing the Perspex in the nearest Fire Point to sound the siren or by using a key.

All Visitors to the School are provided with Fire Safety Information (on their Visitor ID).

Escape Routes and Emergency Exits

The School has planned the swift and safe evacuation of the buildings by providing:

- at least two Escape Routes from every part of all buildings;
- Fire Notices and Evacuation Signs displayed in every room, corridor and stairwell;
- Fire Extinguishers (of the appropriate type) located in every building in accordance with the recommendations of our professional advisors

- Smoke/Heat Detectors located in every building in accordance with the recommendations of our professional advisors, which are automatically activated when smoke/heat builds up;
- Fire Call Points located throughout the buildings in accordance with the recommendations of our professional advisors, which can be activated manually by pressing the Perspex panel;
- Emergency Lighting to illuminate all stairs, passages and emergency exits;
- Automatic Door Closing devices which are activated by the fire alarm sound on doors in, or leading onto, escape routes;
- Fire Alarms which sound in all parts of the buildings and playground;
- Fire Routes & Fire Exits that are kept clear at all times.
- 4 Walkie Talkies are always fully charged on their charging points, located in the: Main Office, Bursar's Office, Coach House and Large Music Pod.

The Assistant to the Bursar is responsible for unlocking the buildings in the morning, checking that Escape Routes are not obstructed & that the Emergency Lights work, and for reporting defects.

Fire Alarm Systems (NB: all passwords must be redacted from any publically available version of this policy)


There are two fire alarm systems protecting the School's premises. The Master Panel for the Alarm System for the Main Building is located by the front door and the Master Panel for the Coach House & Music Pods Alarm system is in the Corridor outside Orange Class. Both panels show the location of a fire within their respective areas and both are fitted with an uninterrupted power supply ("UPS").

If the Alarm sounds in the Coach House then this will automatically trigger the Alarm System in the Main Building (but not vice versa). This is to enable offsite monitoring outside school hours.

The Alarm System is linked to EMS in Nottingham (telephone: [REDACTED]; password [REDACTED]) who provide off-site & out-of-hours monitoring and who hold a list of key holders to be contacted in the event of an incident. EMS must also be contacted prior to any Fire Evacuation Tests or in the event of an accidental tripping of the alarm system – otherwise the Fire & Emergency Services will be alerted.

To silence the alarms:

- If the Coach House Alarm is sounding then it must be reset before the Alarm for the Main Buildings;
- Coach House (panel located outside Orange Class door):
 - Control Panel: [REDACTED] "Silence Alarm";
 - [REDACTED] Call Point: reset the Call Point which was activated by inserting the [REDACTED]
 - Control Panel: press "Reset" to re-arm the system & turn the key back to 0;
- Main Building (panel located inside high cupboards in Gym Hall):
 - Control Panel: press "Silence Alarm";

- Call Point: reset the Call Point which was activated by inserting the  (not required if the Coach House system triggered the Main Alarm);
- Control Panel: press "Reset" to re-arm the system.

Fire Alarm is tested weekly, with recording of all tests and defects. This is the responsibility of the Bursar, who also ensures that monthly checks of fire doors, automatic door closures and emergency lights are completed.

The alarm was installed by Churches Fire (Tel: 0870 608 4350).

The following checks are carried out by an ISO9001 certified/BAFE approved contractor:

- Three monthly check of all fire detection equipment (smoke detectors, heat detectors), warning equipment, fire alarms and emergency lighting;
- Annual service of fire extinguishers.

Records of all tests are kept in Bursar's Office.

General Fire Safety Measures

Plans showing the location of Gas & Electricity Shut Off Points for both the Main Building and the Coach House are displayed on the left hand side next to the entrance of the Main Building above the fire alarm panel.

All Kitchens are fitted with heat alarms and 30 minute fire doors that close automatically when the Fire Alarms sound.

Where appropriate, displays in corridors, theatre scenery, stage curtains & props are treated with Fire Retardant Spray.

Electrical Safety

The School has current electrical Test Certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations, all of which are Residual Current Device ("RCD") protected and meet the requirements of BS7671 IEE wiring regulations.

Portable appliance testing ("PAT") takes place annually for high risk appliances and every 3 years for low risk appliances (i.e. IT Equipment).

Records of all tests are kept in the Bursar's Office.

The Assistant to the Bursar checks that as much electrical equipment as possible is switched off at the end of the school day.

The Assistant to the Bursar checks that all kitchen equipment is switched off at the end of the day.

Gas Safety

All gas appliances are maintained regularly and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's Office along with Landlord's gas safety certificates.

Safe Storage, Rubbish and Combustible Materials

All Flammable Materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Flammable rubbish is stored away from the buildings in the secured rubbish compound.

Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

In addition to the above, a Fire Risk Assessment, in line with the requirements of The Regulatory Reform (Fire Safety) Order 2005 is in place and is reviewed annually. The most recent independent Fire Risk Assessment was performed in October 2025 by FAFS.

Action in the Event of a Fire

This section details the procedures to be followed when a Fire Alarms sounds. A summary version is displayed next to the Evacuation Routes in all rooms, corridors and stairwells throughout the School.

There are 3 nominated Fire Warden roles and each has a nominated deputy, listed below. Where these procedures detail the role of a Fire Warden, it can be assumed the phrase "(or in their absence their deputy)" is included after the initial identification:

<u>Title</u>	<u>Name</u>	<u>Fire Procedure Deputy</u>	<u>Name</u>
Bursar	<i>Kevin Guy</i>	Caretaker	<i>Ed Volley</i>
Head	<i>Polly Fraley</i>	Registrar	<i>Cindy Rodgers</i>
Deputy Head	<i>David Gladstone</i>	Assistant Head	<i>Jonny Jones</i>

It is made clear to all Staff that they must proceed to the appropriate Muster Point and that only the Nominated Fire Wardens are to involve themselves in ensuring that the buildings are searched and have been evacuated. All Fire Wardens are reminded not to take unnecessary personal risk in fulfilling their roles. The roles of the various Fire Wardens are detailed in the Appendix.

Detailed Evacuation Procedure

1. The Fire Alarm sounds and all Staff & children will commence the Fire Evacuation Procedure.
2. All classes commence evacuation via the Emergency Exit Route defined for their location (or the Alternative Route if their primary route is obstructed).
3. Teachers lead out the children which they are teaching who must follow silently in single file.
4. Any adults or children in the Playground when the alarm sounds must assemble in the Quiet Garden adjacent to the coloured signs for each class.
5. The Office Staff will open the vehicle access gate (using the over-ride switch in the School Office).
6. The Office Staff will take the Class Registers and **one walkie-talkie** from the charging point in the School Office, and proceed to the Muster Point in Holmesdale Road where they will oversee that the register is taken.
7. The Deputy Head will use the evacuation route to the rear of the Main Building unless they are absent/teaching a class who must evacuate to the front of the building. If the latter is the case then the Yellow Class Teacher will assume their role as Fire Warden. The Yellow Class Teacher is aware that she must attempt to evacuate to the Quiet Garden if she is in the Main Building and not responsible for children.
8. Any Staff who are not teaching/supervising children when the Fire Alarm sounds & all Visitors must proceed to the appropriate Muster Point. They must not involve themselves in checking that the buildings have been evacuated as this is the role of the Fire Wardens.
9. If only the Main Building Alarm is sounding then EYFS children & those adults responsible for them in the Coach House & Music Pods will remain in those buildings and await further instructions.
10. The Deputy Head (*or in their absence the Yellow Class Teacher**) will be responsible for collecting the walkie-talkies & the registers from the Coach House Kitchen and, if appropriate, for ensuring that both floors of the Coach House and all the Music Pods have been evacuated.

** It is possible for the Fire Alarm to sound in the Main Building but not in the Coach House. Therefore, all Staff evacuating to the Quiet Garden need to be alert to the fact that, if the Deputy Head does not appear, someone will need to go and find the Yellow Class Teacher as (given her location) she may be unaware that a Fire Evacuation is underway.*

11. In order to account for all pupils who spend some of the school day in the Main Building, the Deputy Head will instruct all classes except EYFS (Red & Orange) to evacuate the Music Pods & Art Room, and to assemble in the Quiet Garden *even if the alarm is not sounding in the Coach House*.
12. Once assembled in the Quiet Garden, the register is taken and the walkie-talkies are used to communicate with those assembled in Holmesdale Road to confirm the location of those pupils, staff or visitors not with a main class.
13. The Bursar (*or in his absence Assistant to the Bursar*) will check that the Upper Floors of the Main Building are cleared of people whilst the Head (*or in her absence the Blue Class teacher*) will check the Basement and Ground Floor. They will meet at the bottom of the Main Staircase to confirm that the Main Building has been evacuated.
14. The Bursar will identify the source of the fire by checking the Fire Panel in the Gym. If it is safe to do so, he may investigate that area further but must not take any unnecessary risks.
15. The Head will proceed to the Muster Point in Holmesdale Road whilst the Deputy Head (or Deputy) will take a **second walkie-talkie** from either the Coach House or Large Music Pod in order to communicate between Holmesdale Road and the Quiet Garden.
16. EMS (the off-site monitors) will have alerted the Fire & Emergency Services and will also attempt to contact the School to ensure that the alarm has not been triggered by accident.
17. The Bursar will then proceed to the Assembly Point in Holmesdale Road and their walkie-talkie to advise those assembled in the Quiet Garden whether it is necessary for the EYFS children in the Coach House & Music Pods to be evacuated, and whether those assembled in the Quiet Garden should proceed to Holmesdale Road via the Rear Escape Route through the Garden of No. 2 (*the code to the gate padlock from the playground is [REDACTED] - and the key to the front gate is held in the Key Safe attached to the Music Pods (code also [REDACTED])*).
18. The Bursar (or SLT Deputy) will access the registers of Staff present in the buildings via the Inventory App on mobile phones (identified by their Inventory door fob activity) and Visitors (also listed on the Inventory App) attached to the Visitor ID system).
19. Staff must inform the Bursar of anyone who is missing. The Bursar will pass this information to the Fire & Emergency Services as soon as they arrive.
20. No one is to re-enter the Main Building, Coach House or Music Pods until the "All Clear" is given by the Bursar or, in his absence, the Head.
21. A "List of Evacuation Routes" and a summarised "Evacuation Procedure" are displayed in every room, corridor & staircase throughout the School buildings. It

is important that all Staff and Visitors are aware of the Exit Route and alternative route(s) from their location.

EVACUATION PROCEDURE (version displayed in every room, corridor & stairwell)

- When the Alarm sounds - evacuate rooms immediately.
- Walk, do not run and
- Leave all personal belongings behind (aside from SLT mobile phones)
- Staff must lead out the children which they are teaching.
- Children must leave quickly and in silence, in single file.
- The Muster Points are in Holmesdale Road (turn right out of the School forecourt) or the Quiet Garden (at the rear of the playground).
- Junior Classes and Learning Support Rooms leave from the Front of the Main Building, via forecourt, turning right towards Holmesdale Road. The roll call will be taken in Holmesdale Road once assembled on the pavements. *If escape routes to the front of the building are barred, then evacuate via rear exits.*
- Infant Classes and those in the Gym exit via Rear of Main Building to assemble in the Quiet Garden area, then exit into Holmesdale Road via Garden of No.2 if instructed. *If escape routes to the rear of the building are barred, then evacuate via front exits.*
- Playground, Coach House and Music Pod Occupants assemble in the Quiet Garden area, then exit into Holmesdale Road via Garden of No. 2 if instructed.
- Specialist Teachers should always have with them a list of the children they teach. Class Teachers must be aware of children who are in the Coach House or Music Pods.
- The Bursar will use the walkie-talkies to instruct those assembled in the Quiet Garden on whether to proceed to the Muster Point in Holmesdale Road.
- It is the responsibility of Fire Wardens (who have received appropriate training) to check that the buildings have been evacuated safely. All other Members of Staff and Visitors must proceed directly to one of the Muster Points.
- Staff must inform the Bursar of anyone who is missing. The Bursar will pass this information to the Fire & Emergency Services as soon as they arrive.

No one is to re-enter the buildings until the “All Clear” is given by the Bursar or, in his absence, the Head.

If in doubt:

- **the DEFAULT EXIT ROUTE is through the Front of the Main Building;**
- **the alternative is through any rear door to the Quiet Garden, and then through the gate to Holmesdale Road if necessary**

ROOM	EMERGENCY EXIT ROUTE
Deputy Head's Office Bursar's Office Staff Room	Exit via Fire Escape on Top Floor Landing <i>Alternative: down the Main Stairs to Front Door</i>
UV Science Library Learning Support Rooms	Exit via Main Stairs to Front Door <i>Alternatives: via Fire Escape in Indigo Or: via Fire Escape on Top Floor Landing</i>
Indigo Violet Computer Room	Exit via Fire Escape in Indigo <i>Alternative: down Main Stairs to Front Door</i>
Green Yellow Reading Room Gym	Exit via any Rear Door and assemble in Quiet Garden <i>Alternative: via Front Door</i>
Blue	Exit via Front Door <i>Alternatives: via any Rear Door and assemble in Quiet Garden</i>
Head's Office School Office	Exit via Front Door <i>Alternative: via Head's Waiting Area then via any Rear Door</i>
Kitchen	Exit via Kitchen Front Door <i>Alternative: via any Rear Door and assemble in Quiet Garden</i>
Basement	Exit via Basement Door onto Forecourt <i>Alternative: via any Rear Door and assemble in Quiet Garden</i>
Red Orange Art Room All Music Pods	Exit via Front Doors of Coach House/Music Pods and assemble in Quiet Garden <i>Alternative for Art Room: through window and on to the roof of Red Class</i>

APPENDIX – INSTRUCTIONS FOR FIRE WARDENS

This Appendix summarises the tasks assigned to each Fire Warden (or in their absence, their deputy).

All Fire Wardens are reminded not to take unnecessary risks in fulfilling their roles.

Bursar (nominated fire warden deputy: Assistant to the Bursar)

- check that the Upper Floors (including mezzanines & staircases) of the Main Building have been evacuated;
- meet the Head at the foot of the Main Staircase to confirm that the Main Building is clear;
- use the Fire Alarm Control Panel at the front door to identify the source of the alarm/fire;
- take the second walkie-talkie from the School Office;
- if it is safe to do so, investigate the source of the fire – but do not take any unnecessary risks;
- proceed to the Holmesdale Road Muster Point to check on the registers and identify any missing persons;
- using the walkie-talkie, advise the Deputy Head/Assistant Head on whether those mustered in the Quiet Garden should proceed to evacuate the site via the exit through the garden of No. 2 Holmesdale Road;
- liaise with the Fire & Emergency Services when they arrive.
- *in the event of a false alarm, reset the Fire Alarm(s) as required (Coach House first) and then give the “All Clear” that the buildings are safe to re-enter.*

Head (nominated fire warden deputy: Blue Class teacher)

- check that the Basement & Ground Floor of the Main Building have been evacuated;
- meet the Bursar at the foot of the Main Staircase to confirm that the Main Building is clear;
- wait while the Bursar checks the Fire Alarm Control Panel in the Gym to identify the source of the alarm/fire;
- proceed to the Holmesdale Road Muster Point to assist with the check of the registers and identification any missing persons;
- await further instructions from the Bursar.

Deputy Head (nominated fire warden deputy: Yellow Class Teacher)

- exit to the rear of the Main Buildings to co-ordinate the Muster Point in the Quiet Garden (unless responsible for children in a location where the evacuation route is to Holmesdale Road, in which case the Orange Class Teacher will deputise in the Quiet Garden);
- collect the walkie-talkies & the registers from the Coach House Kitchen;
- if the Fire Alarm is sounding in the Coach House then ensure that both floors of the Coach House and all the Music Pods have been evacuated;
- if the Fire Alarm is not sounding in the Coach House then evacuate non-EYFS pupils/staff from the Art Room & all Music Pods;
- use the walkie-talkies to work with the Muster Point in Holmesdale Road to locate any missing persons;
- if instructed by the Bursar, oversee the evacuation via the garden of No. 2 Holmesdale Road of those mustered in the Quiet Garden (including those EYFS

classes who may have been instructed to remain in the Coach House & Music Pods).