St Ives School
Fire Management Plan

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Author:
Alex Viner

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Contents

Statement

This Fire Management Plan has been developed as part of the requirements of the United Learning Fire Safety Management Policy. It details the systems and arrangements in place at St Ives School for the management of the risks from fire.

This document is owned by Alex Viner, Fire Safety Lead for St Ives School.

Key Contacts

Address:
St Ives School, Three Gates Lane, Haslemere. Surrey, GU27 2ES

Tel: 01428 643734 (reception)
Extension 202 Head Teacher
Extension 201 Business Manager
Extension 204 Facilities Manager

Out-of-Hours Contacts:
Head Teacher (Kay Goldsworthy) – 07884 182209
Business Manager (Alex Viner) – 07504 895052

Fire Alarm Serviced by:
ALE Fire Systems Ltd
01730 815471

Emergency Lighting Serviced by:
ALE Fire Systems Ltd
01730 815471

Fire Extinguishers Serviced by:
Fire Risk UK
01403 738000

Fire Risk Assessor:
Source Fire Risk Management Ltd

Roles and Responsibilities

The overall accountability for fire safety at St Ives School rests with United Learning. However, responsibility for complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005 has been delegated by United Learning to school's (as per the Roles and Responsibilities defined in the Group Health and Safety Management Policy.

Day-to-day operational management for fire safety is delegated to Alex Viner (Business Manager), who holds Managing Safely a course approved and validated by Institution of Occupational Safety and Health (IOSH). Alex Viner will also serve as the incident manager in the event of a fire. Should Alex Viner be absent for any reason, this responsibility reverts back to the School's head teacher.

Alongside Alex Viner, the school have identified a number of Fire Marshals, whose role it is to help effect safe evacuation of the premises in the event of a fire (details below).

Where an employee, student, or visitor would require a Personal Emergency Evacuation Plan (PEEP), Alex Viner works closely with the individual's line manager, teacher, or host to ensure that their specific needs are met (details below).

All employees and site users are required to follow the principles detailed in this plan.

Fire Action Notices

Fire exits are clearly sign posted and fire action notices are displayed beside all call points, on fire exit routes and in areas commonly frequented by external visitors e.g. ground floor meeting rooms.

Visitors

All visitor to the school must sign in at reception. Here they will be provided with an identity badge, informed of the evacuation procedures, and the need for a Personal Emergency Evacuation Plan will be determined.

The vast majority of visitors will be accompanied by a member of school staff and in the event of the alarm sounding this member of staff will either escort the visitor to the assembly point, or if the member of staff is a fire marshal, begin to escort the visitor from the premises and hand over to another member of staff as soon as practicable.

Where a visitor is likely to be unaccompanied while on the school site, they will be provided (by their host, supported by Alex Viner as necessary) with sufficient information to allow them to effect escape to the assembly point as quickly and safely as possible.

Occupation Capacities

Whilst the school has been designed and built for normal teaching and learning activities, there may be occasions where the normal capacity of spaces is exceeded, e.g. functions in the sports hall. To ensure that the fire escape routes (travel distances and doorway widths) are able to support any increase in numbers the following maximums have been applied to spaces where additional occupancy is likely to occur:

- Main hall - 200
- Dining Hall - 120

Fire Detection and Alarm System

Both buildings are equipped with an automatic fire alarm which has both smoke/heat detection and manual call points. The alarm system is serviced twice a year by a competent contractor.

Fire Fighting Equipment

There are 40 firefighting equipment locations contained throughout the school. Extinguishers are serviced annually by a competent contractor. There is no expectation that staff use these devices unless it is necessary to do so to evacuate the building. Although some staff have been trained as fire marshals, and fire extinguishers are covered as part of the induction talk it is St Ives policy NOT to fight the fire, unless it is a threat to life or blocking the exit route, but to evacuate and call the fire brigade.

Training

New members of staff are provided, on induction, with a tour of the premises and shown how to raise the alarm, the escape routes they are likely to use, and where the assembly points are.

Fire marshals are provided with additional training online which covers the following additional points:

- incidents involving fire, key legislation applicable to fire in non-domestic premises, on construction sites and work activities that could involve fire, the basic components of fire, the stages a fire passes through, how fire spreads, the ways fires are classified in the UK, how fires can be prevented, types and uses of fire extinguishers, risk assessment and fire safety arrangements.

All pupils receive information on the evacuation and assembly procedures when they start with the school. This training is refreshed termly as part of the programmed fire drills.

Fire Marshals

The following members of staff in the table below are appointed as Fire Marshals at St Ives School. They are responsible for checking and clearing the premises of any persons still in the building.

They will only use firefighting equipment if the situation merits use, if doing so does not endanger themselves, and if the emergency services have already been contacted

The Business Manager, Alex Viner will conduct regular workplace inspections and is the focal point for any concerns which should be relayed at the earliest opportunity.

Area	Named Staff	Trained
The Ivies & Pre-prep	Cheryl Cooper Lucy Tapp Jade Vaus	Yes HSQE Online Sept 25 (expires Sept 27) Sept 25 (expires Sept 27) Sept 24 (expires Sept 26)
Main Building	Hayley Dibb Alex Viner John Lally Suzy Philpott	Yes HSQE Online Nov 25 (expires Nov 27) Aug 25 (expires Aug 27) June 25 (expires June 27) Oct 24 (expires Oct 27)

Evacuation Procedure

Should a fire or other emergency occur the procedure for evacuation is as follows

As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours but, should a normal exit be blocked for any reason, then the nearest exit should be used.

The children should walk out of the building(s) calmly and line up quietly at the Fire Assembly point on the Top Tennis Court. Adults should prevent panic. The School Secretary will give the attendance sheets to the class teachers, who should take the roll-call and check that all the children are present. The sheet should be returned to the School Secretary (preferably by an adult). Visitor attendance role call will be managed by a senior member of staff using the SignApp Evacuation role call. A member of the senior management team will call the emergency services if necessary.

If the fire alarm is sounded at lunchtime, adults on duty in the dining hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Head will ensure, as far as it is reasonably practicable, that everyone is out of the building(s). Nobody should go back into the building(s). If a child is missing this should be reported to the Head or in their absence a member of SMT.

Any attempt to fight the fire must always be secondary to life safety. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises

If it is not safe to remain at the Fire Assembly Point, then the Head or in their absence a member of SMT will direct a move to a Final Place of Safety – the Lower Tennis Court

Meeting the Fire Service

The Head or member of the SMT will meet the Fire Service.

The main fire panel is situated adjacent to the cellar door in the main school building, it can also be accessed from the exterior via the back door. The panel in the Ivies is situated just inside the main door. The panels are interconnected. Both alarms have plans of the school adjacent.

The main school panel will give details of which smoke detector or break glass has been activated, in both the Main School and The Ivies. The Ivies panel will only show details of the Ivies.

Re-entering the Building(s)

If the building(s) have been evacuated as a result of a fire drill, when all the registers have been checked, the Head or a member of the SMT will signal it is safe to re-enter the building.

If the building(s) have been evacuated NOT as part of a fire drill nobody will re-enter the building until the Fire Service have indicated it is safe to do so.

Areas of Specific Risk

At St Ives School the following areas are identified as areas of specific risk:

- Kitchen Store Room – 1st floor (flammables)
- Facilities storeroom – ground floor (flammables)
- External tractor shed – (flammables)

This information is provided for the benefit of the fire service in the event of a fire.

Third Party Hiring of the Premises

Where all or part of the premises is to be hired out, the agreement between St Ives School and the hirer must detail how the arrangements for fire safety will be coordinated between the two parties.

In the majority of situations, the hirer will only be responsible for the safe evacuation of their patrons to the assembly point in the upper tennis courts. When the building is occupied by a third party the hirer will be provided with the contact number for the Business Manager mobile phone in case of emergency.

PEEP Arrangements

Personal Emergency Evacuation Plans are implemented for any building user who may have difficulty evacuating the premises. Alex Viner coordinates the development of these plans and will assist where necessary. PEEP templates can be found on United Hub and the local Intranet.

Building Layout/Design

The main school building is old, and constructed of more flammable materials than a newer construction such as The Ivies building.

Compartmentation is therefore very important to prevent the spread of fire.

Fire doors are situated at various points throughout the building, which have been designed to resist fire for a minimum of 30 minutes.

Some of these doors have hold back magnets, others 'Dorgards', allowing the doors to remain open during normal conditions, but if the alarm should sound the magnets/'Dorgard' will release the doors, closing them automatically. (The 'Dorgards' work by sensing the sound of the alarm).

Fire doors must not be wedged or held open. Maintenance staff carry out regular checks to make sure fire doors are closed.

Fire exits must also be kept clear both internally and externally, including stopping vehicles from parking over external pedestrian routes between the building and the assembly point.

Fire Records

All records relating to Fire Safety are maintained by the School Business Manager and are held in the Estates office. They are reviewed with the Health & Safety Committee on a termly basis.

The following records are maintained:

- The Fire Policy & Procedures
- The Fire Risk Assessment (Prevention and Review)
- Training records of staff (including Fire Wardens)
- The fire practice drill log and general log
- Certificates for the installation & maintenance of fire alarm systems & equipment

Servicing and Maintenance Arrangements

The building's plant and equipment are maintained by a combination of the facilities team and external contractors. The broad division of responsibilities is shown below. For a detailed division of responsibilities, refer to the Fire Log Book located in the facilities office.

Activities carried out in-house	Activities carried out by external parties
Maintenance of escape routes Weekly alarm tests Monthly emergency lighting tests Periodic site fire audits Training	Servicing of fire alarm system Servicing of emergency lighting Fire extinguisher service and recharge

Contact details for the various service providers can be found at the front of this document.

Any issues with any part of the premises fire detection and alarm system, or firefighting equipment should be reported to the facilities management team.

Appendix 1 – Fire Action Notice

St Ives School
Fire Evacuation Procedure

Raise the Alarm

If you discover a fire:

- Leave the area immediately
- Operate the nearest fire alarm call point
- Leave the building by the nearest exit

Fire Marshals

Fire marshals are responsible for ensuring their area is clear of people by checking the workplace including toilets etc, but should ensure that a safe exit is always available to them.

On Hearing the Fire Alarm

The alarm is sounded by a continuous ringing bell. It is tested weekly and staff are notified of when this will happen.

Should you hear the alarm and it appear to not be a test, all employees and pupils **must** immediately leave the building by the nearest fire exit and proceed to their fire assembly point (see plan).

Visitors

Employees are responsible for their visitor's safety at all times and should the fire alarm sound they must ensure that they vacate the building and proceed to the assembly point.

DO NOT:

- **Use the lift or escalators**
- **Stop to collect personal belongings**
- **Re-enter the building until official told it is safe to do so.**

Calling the Fire Brigade

St Ives School has an automatic monitoring station who contact the fire brigade in the event of a fire. There is no need for employees to notify to fire brigade directly.

Fire Doors

Fire doors must be kept shut at all times in order to prevent or slow the spread of fire and smoke.

Fire Extinguishers

Fire extinguishers are located throughout both buildings. These should only be used in the event of a fire blocking your escape route. There is no expectation that employees actively tackle a fire, however, should you chose to do so please ensure that you use the correct appliance for the type of fire Full instructions for use can be found on the appliance itself.