Hampton Court House

Fire Safety Plan

Last Updated: May 2026
Next Review: May 2027

Reviewed by PGP

Rationale

At Hampton Court House School we take the threat of fire very seriously. This policy is written in accordance with the Regulatory Reform (Fire Safety) Order 2005 introduced on 1st October 2006 and with regard to the Early Years Foundation Stage Statutory Guidelines.

It is our policy:

- to provide a safe and healthy workplace for all employees
- to ensure that our pupils, staff, visitors and contractors on our premises are not exposed to
- risks to their health and safety
- to ensure that the risk of fire is kept to a minimum by the adoption and maintenance of
- appropriate and sufficient precautions.

Training and information is provided to all staff so that they are aware of the general and specific fire hazards which they may encounter, and to make them aware of how to deal with these potential hazards and what they should do in the event of a fire.

Information will be provided with written instructions in the event of a fire which will detail: -

- Action to take in the event of a fire;
- How to summon the Fire Service;
- Location and use of firefighting equipment.

The contents of this policy will be made known to all staff including those who are new and temporary staff.

This document details the Fire Safety Policy for Hampton Court House and should be read in conjunction with any specific fire plan produced and a floor plan of the building.

Contents

Rationale 2
Introduction 5
1 General Information 5
1.1 Building Layout 5
1.2 Means of Escape 6
1.3 Fire Resisting Doors 6
1.4 Means of Giving Warning 6
1.5 Emergency Lighting 6
1.6 Portable Fire Fighting Equipment 6
1.7 Candles and naked flames 7
1.8 Displays 7
2 Responsibilities 7
2.1 The SVP Operations in conjunction with the H&S working group 8
2.2 Employees 8
2.3 Contractors and Visitors 9
3 Risk Assessment 9
3.1 General Arrangements 9
4 The Emergency Fire Evacuation Procedure 10
4.1 GENERAL FIRE PRECAUTIONS: 11
4.2 MEANS OF GIVING WARNING: 11
4.3 FIRE EVACUATION PROCEDURE: 11
4.4 ACTION ON DISCOVERING A FIRE: 11
4.5 FIRE EVACUATION DRILLS 11
4.6 Response following the Sounding of the Fire Alarm 11
4.7 ACTION AT THE ASSEMBLY POINT 12

4.8 Liaison with Emergency Services 13
4.9 Personal Emergency Evacuation Plans (PEEPs) 13
5 Fire Precautions 13
5.1 Gas Leaks 13
6 Electrical 13
6.1 PAT testing 13
6.2 Heating Equipment and Appliances 14
6.3 Fixed Installations 14
6.4 Portable Appliances 14
6.5 General Activities 14
6.6 Evacuation Routes: 14
6.7 Portable Fire Extinguishers and Equipment: 14
6.8 Fire Safety Training 15
6.9 Monitoring and Record Keeping 15

Introduction

The fire safety arrangements for each building are of similar nature.

Under current legislation a fire risk assessment is required for all areas and the findings of such an assessment will provide the basis for the general arrangements and maintenance work for the school. The Deputy Head Compliance is responsible for ensuring that fire risk assessments are regularly conducted and for advising the Head on the appropriate remedial actions needed.

The system automatic fire alarm system complies with BS5839 Part 1. Designed as a type L1 system, consisting of addressable break glass units, smoke and heat detectors.

A suppression system is installed in the Kitchen situated on the lower ground floor will shut down supply and extract ventilation to the catering area.

Fire panels are installed in the following locations

1. Main Stairwell
2. Science Block (Lab 1)
3. The Little Courtyard

Hampton Court House has a no smoking policy for all school sites.

1 General Information

1.1 Building Layout

The school premises will be maintained in such a way as to provide an adequate means of escape in the event of fire. Appropriate fire protected separation between high risk and low risk areas will be maintained.

Hampton Court House School is in a residential area. The site, which comprise the school buildings indicated below, are bounded on all sides by housing, gardens and Bushey Royal Park. Vehicular access is gained solely from Campbell Road or Hampton Court Green Car Park which we have right of access.
There are 8 buildings on site:

1. Main building
2. Icehouse
3. Shell Grotto
4. Science Block
5. Greenhouse
6. The Little Courtyard
7. Chalet
8. Workshop

1. The main building (grade II listed) was built in 1757 and was adapted in the 1800's. It is of timber and brick construction. It is fitted with AFD (automatic fire detection) to an L1 specification. There is emergency lighting and portable fire fighting equipment. The site has no natural gas connection.
2. The Icehouse is grade II listed, timber and brick construction and has light and power.
3. The Shell Grotto is grade II listed, timber and brick construction and has light and power.
4. The Science Block was built in 2018 and is of timber and brick construction. It has LPG isolation installed and is only 1 storey.
5. The Greenhouse was built in 2018 and is of timber and brick construction and has light and power.
6. The Little Courtyard is made up of 6 outbuildings in 1 area. All 1 storey and made of timber and glass Construction.
7. The chalet is a 1950's pre-fabricated building made of timber construction – 1 storey
8. The workshop is a timber construction, single storey 2 room building.

1.2 Means of Escape

It is the responsibility of appointed staff (Appropriate Appendix) to ensure that an adequate means of escape is kept available at all times when the premises are occupied. This will be achieved by daily inspections of the premises and providing information and instruction to all employees for the need to keep such areas unobstructed.

1.3 Fire Resisting Doors

Where fitted, fire resisting doors will be maintained in such a way as to assist in preventing the spread of fire and allow persons to escape safely. The doors are visually inspected by the Estates and Operations team and also by an approved contractor. Any remedial work is logged, and a work order assigned.

Note: Wedging open fire doors will break down the integrity of a compartment or the protection to the escape routes and this practice is forbidden on the school premises. If you require a fire door stop please contact the maintenance team.

1.4 Means of Giving Warning

A linked fire alarm system has been installed in the school buildings, consisting of 3 panels, manual call points, fire suppression system in the kitchen, LPG gas isolation in the science block, automatic fire detection and audible alarm warning devices.

1.5 Emergency Lighting

Self-testing Emergency lighting is provided on the escape routes of each site and is monitored on a monthly basis by the Site team to ensure their functionality. They are maintained by external competent contractors on a bi-annual service agreement.

1.6 Portable Fire Fighting EquipmentFire extinguishers are located at designated fire points within each building for first aid fire fighting

measures. However, such equipment shall only be used by a person who is competent (through training) and in conditions where a safe exit can be achieved. An annual inspection/test of the extinguishers is carried out by Safety International Services.

All of the equipment is provided for 'first aid' fire fighting only. Personnel should only tackle a fire if they have received adequate training in the use of equipment. No risks should be taken and in case of doubt: GET OUT!

1.7 Candles and naked flames

The use of candles or other naked flames within Hampton Court House school premises is strictly prohibited. In circumstances where tealights may need to be used (such as in DT to demonstrate work) these should be replaced with LED battery operated tea lights to reduce the risk of reaching ignition temperatures.

The only approved variation to this is for weddings operated by DEG events where a ceremonial fire features in the ceremony (e.g. Saat phere) if this features as part of the ceremony then a separate risk assessment must be undertaken.

1.8 Displays

Although it is important to display pupils' work in and around school, all staff creating displays should be aware that displays may also promote the surface spread of fire. To reduce the risk of fire spread, you should consider the following when setting up displays:

- avoid the use of displays in corridors and foyers;
- minimise the size and number of display areas to discrete, separated areas;
- do not put displays down stairways which are part of a designated escape route or where there is only one direction of escape (i.e. dead-end conditions);
- treat displays with proprietary flame retardant sprays;
- the use of display boxes wherever possible;
- keep displays away from curtains, light fittings and heaters;
- keep displays away from ceiling voids which may lack fire barriers;
- ensure that there are no ignition sources in the vicinity;
- and ensure displays do not obstruct escape routes or obscure fire notices, fire alarm call points, fire fighting equipment or escape signs.

2 Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- The Governing body through its senior advisors working with the SVP Operations, ensures that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.
- The Governing body has the ultimate responsibility for the implementation and management of this policy.
- The SVP Operations is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy:

- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

2.1 The SVP Operations in conjunction with the H&S working group

The Caretaker have the following duties and responsibilities:
1. To ensure that a Fire Safety Plan is produced for the premises
2. To ensure that a Fire Risk Assessment is conducted for the areas of occupation and work activity
3. To maintain and review the plan and risk assessment, when significant alterations invalidate the current issue
4. To ensure that regular fire safety inspections are conducted
5. To ensure that weekly fire bell checks are conducted and recorded in the Fire Safety Logs
6. To ensure that weekly checks of fire extinguishers are conducted and recorded.
7. Ensure adequate maintenance of Fire Extinguishers by the school's contracted engineers
8. Appoint an adequate number of nominated Fire Marshals to control evacuation from the occupancy to assembly point
9. To ensure that basic fire training for all members of personnel is conducted
10. To ensure that Fire training is provided for all nominated personnel
11. To regularly update the Emergency Plan should circumstances change or persons named responsible change
12. To maintain the Fire Log Book
13. Organise fire evacuation drills to be carried out at termly intervals. Record the result of the drill in the fire evacuation log together with any deficiencies noted.
14. To provide liaison with all fire safety contractors

2.2 Employees

All Employees have the following duties and responsibilities:
1. To ensure they work safely, visually check the electrical equipment that they use to make sure that it is safe
2. Report any defects via the Portal, or VP's. They will deal with matters immediately or log them on the Maintenance Log available on the staff portal.
3. Not to wedge open fire doors or obstruct gangways or doorways
4. At large gatherings, for example school plays, all relevant emergency exits are made known and accessible
5. The Main Hall has an occupancy of up to 130 seated for a ceremony and 160 standing, as long as all doors are clear in case of an emergency.
6. Familiarise themselves with the fire safety procedures
7. In the event of a fire, follow the procedures and report to the assembly point
8. Not to re-enter the building unless told to do so by the Fire officer (Caretaker or delegate)

2.3 Contractors and Visitors

1. Contractors visiting the site to complete any works are required to read and sign the schools health and safety information including the procedure and actions to be taken in the event of fire before they commence work (Supplementary Information is also provided on the back of visitor badges).
2. On attendance at the site, all contract personnel must sign in the visitors' book and on departure they must sign out.
3. In the event of a fire, contractors should follow the procedures as detailed on the back of the Visitor Badges and report to the assembly point.
4. Contractors must not re-enter the building unless told to do so by the Fire officer or Fire Officer.

3 Risk Assessment

Effective risk assessment is a key part of managing risk within the Organisation and preventing harm to relevant persons. HCH also has a specific duty under the RRFSO Article 9 to undertake a sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions. Additionally, there is also a requirement under The Management of Health and Safety at Work Regulations 1999: Regulation 3

3.1 General Arrangements

HCH shall ensure that all premises under its control and any other hazards present are suitably and sufficiently risk assessed by a competent person and that appropriate control measures are implemented, with general fire precautions also taken.

The Organisation shall ensure that a suitable and sufficient assessment is made (where required) to comply with the requirements of The Control of Substances Hazardous to Health Regulations 2002 (COSHH) and The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

An appropriate assessment shall also be made of the risks to any young persons (under 18) where they are employed by HCH. Details of the hazards and relevant control measures shall be communicated in writing to the parents or guardians of such young persons.

Where risk assessments are to be completed by external assessors, they shall first be suitably vetted, with finished assessments checked by a competent person to ensure they are suitable and sufficient. Control measures outlined therein shall also be checked to ensure that they are both proportionate and compliant with statutory legislation.

Identified control measures and other remedial works will be implemented in a timely fashion, with requirements for remedial works communicated to the Head of Estates and Operations and other relevant parties both verbally during safety meetings and electronically at the time of receipt of the assessment.

Relevant details from risk assessments shall be communicated to contractors and other relevant persons prior to their attendance on site.

The significant findings and other relevant details from Premises fire (and other) risk assessments shall be communicated to HCH employees and visitors either by way of a documented 'toolbox talk' or as part of an initial site induction. Records of attendance and confirmation of receipt shall be kept using the schools inventry system.

All risk assessments shall be reviewed annually, or more frequently due to;

- A change in hours for the premises.
- A change in the profile of the building occupants.
- An increase in the number of building occupants.
- A change in the way the premises are used or the introduction of new equipment.
- An increase in the amount of combustible material used or stored within the premises
- or significant changes to displays.
- A change in the type of chemicals used or stored within the premises.
- The introduction of 'hot work' or other risk processes, physical changes to the premises. particularly to escape routes or fire precautions.
- Building work being undertaken on site.
- The event of a fire or other dangerous occurrence.
- Resources are made available to implement control measures and carry out required remedial works outlined in any risk assessments.
- Management is appropriately implementing the procedures by way of a documented monthly safety tour in which a proportionate amount of risk assessments shall be examined.

4 The Emergency Fire Evacuation Procedure

There are evacuation procedures displayed in each classroom and common areas.
Evacuation Assembly Point:
The premises have designated assembly points where pupils, staff, visitors and contractors can assemble in safety in the event of a fire. All persons should be aware of the assembly points as designated in the premises Fire Plan.

We have 2 designated evacuation points:

1. The central lawn facing Bushy Park
2. The sports field at the back of the site (for the Little Courtyard)

Pupils should stay with the member of staff who is supervising or teaching them at the time of the evacuation. If appropriate, when returning to the building, this member of staff will accompany the pupils and continue with lesson or activity otherwise the children are handed back to the class teacher.

The following information details the Fire Emergency Evacuation Procedures to be adopted for all areas of Hampton Court House School to ensure that all persons safely evacuate the building and can be accounted for.

4.1 GENERAL FIRE PRECAUTIONS:

The position of all fire exits from all buildings, fire extinguishers and fire alarm 'Break Glass' call points are recorded and must be familiar to all staff. The fire doors in all buildings on site should be unobstructed to allow them to close on activation of the fire alarm system. All corridors and fire exits must be kept clear at all times.

4.2 MEANS OF GIVING WARNING:

Hampton Court House School has an addressable fire alarm system that includes fire alarm call points and automatic fire detection in clearly indicated zones. When either a fire alarm call point is activated, or the fire detection system identifies a fire, the system will sound the fire alarm. The fire alarm indicator panel at any relevant building will quickly identify the location of an alert.

4.3 FIRE EVACUATION PROCEDURE:

On hearing the fire alarm, nominated staff will evacuate pupils, staff, visitors and contractors using the fire exit routes to the designated assembly point.

4.4 ACTION ON DISCOVERING A FIRE:

Any staff member, pupil, contractor or visitor discovering a fire should warn any persons in close proximity by shouting "Fire, Fire". If possible, close the door on the fire and then immediately raise the alarm by using the nearest fire alarm 'Break Glass' call point.

If the fire obstructs the escape route, then an alternative escape route should be sought using the green fire exit signs located around the school buildings. It is also possible to utilise the nearest portable fire extinguisher of the correct type to attempt to control the fire to aid escape.

Upon being alerted that a fire has broken out, the Fire officer must determine the exact nature of the situation dial 999 to ensure that the Fire Brigade are en-route and take charge until the arrival of the local Fire Service, which they should brief on arrival.

4.5 FIRE EVACUATION DRILLS

Termly fire drills will be held to ensure all staff and pupils are familiar with the process of evacuation. Records of fire drills are logged in the fire log book, detailing the date and time taken, together with an evaluation of each drill to help improve any aspects necessary.

4.6 Response following the Sounding of the Fire Alarm

All staff, pupils, contractors and visitors should leave the building by the nearest fire exit route (indicated by the green and white 'running man' fire exit signs).
Any staff members escorting a visitor with disabilities should assist the visitor to evacuate the building. All staff will assist the pupils in their care.
Receptionists give registers, red folders and the fire pack to the SLT in the evacuation point in front of the main building.

All staff members, visitors and contractors should assemble in the designated assembly points. A roll call will take place at the Assembly Point. Staff must immediately advise the Fire Marshal if unable to account for anyone after completing their register. If it is outside of school hours

- Evacuate to the muster point
- Sweep the areas you are in if you are able
- Find a member of the SLT or the Fire Officer and inform them of your area you have left and any concerns
- If you cannot find a senior member of staff or the fire officer – evacuate and call the fire brigade yourself

Fire Officer – Deputy Head Compliance or delegate
The Fire Officer must organise immediate evacuation to the designated assembly point and ensure people do not move away from the protected area.

- The Fire officer must use their mobile phone as detailed in the building's appendix,
- The Fire officer must put on a hi-viz Jacket
- He/she will then ensure that the Fire Service has been called, as indicated.
- The Fire officer will check that a complete roll call has been carried out.
- He/she will then meet and liaise with the Fire and other emergency services that may attend
- and give relevant information.
- They will complete and incident report after the incident and update the fire log book

Fire Marshals

The Marshals will put on hi-viz Jackets that they will have stored in their classrooms.
The Marshals will conduct a quick but thorough sweep of all rooms / floors in their designated areas including toilets and closed doors (where necessary). They will report to the Fire officer, giving details of fire location if known, and if all persons have been
accounted for.

4.7 ACTION AT THE ASSEMBLY POINT

Roll-call:
The Fire officer / SLT will confirm that each teacher has completed a roll call as soon as possible and receive information from the Fire Marshals following the sweep of the premises, to ensure all persons are either accounted for or not accounted for. The students are to be asked to wait in silence.

All persons must stay in the designated area.

Please Note: the silencing of the Fire Alarm does not mean it is safe to either leave the assembly point or re-enter the building. No persons other than the designated Fire Marshals should re – enter the building until all clear is given by the fire officer.

Only after being confirmed by the Fire & Rescue Service Officer (or fire officer if the fire brigade did not attend) that all is safe, should the Fire officer allow pupils, staff, visitors and contractors to leave the assembly point and re-enter the building.

4.8 Liaison with Emergency Services

The Fire officer should meet the Fire and Rescue Service on arrival and provide them the fire pack for the site which is kept in the security hut.

4.9 Personal Emergency Evacuation Plans (PEEPs)

Members of the school community with disabilities or otherwise in need of assistance are provided with a PEEP which outlines procedures for supporting their safe evacuation from the premises. PEEP's are reviewed annually by the schools SENDCO in coordination with the Deputy Head. The relevant Deputy Heads are responsible for communicating PEEPs to the relevant staff.

5 Fire Precautions

The staff on each site are fully instructed and trained in evacuation procedures detailed in Section 3 and on the buildings Information and emergency evacuation procedure.
The staffing levels are suitable and sufficient and available at all times to facilitate the movement of the pupils to a place of safety.

All staff are aware of the location of the following:
Fire alarms and firefighting equipment (fire blanket/extinguishers) and their method of operation.
In the event of the absence of the designated Fire Marshal, it is the responsibility of the Deputy Head to nominate an alternative member of staff to temporarily fulfil the position.

5.1 Gas Leaks

In the event of a gas leak the following action is to be taken:
Evacuate building
Call Emergency Services and the Estates and Operations department

6 Electrical

6.1 PAT testing

An annual inspection of electrical installations by a PAT trained competent person is carried out on site. Staff must continually look for obvious visual defects and to report any defects immediately to the Caretaker or delegate.
All staff must have regard to the following.

Never:

- place electrical heaters under desks, or close to curtains, chairs, etc
- move any portable electrical equipment without disconnecting it from the mains
- allow cables to remain in a position where they can be damaged or walked over or knocked
- when moving goods about

Additionally, staff should

- keep electrical supply cables away from a wet floor
- fully unwind cable reels prior to use to prevent cable overheating.
- ensure light bulbs do not come into contact with combustible materials

6.2 Heating Equipment and Appliances

6.3 Fixed Installations

Regular review and maintenance of LPG / OIL gas-fired heating systems by suitably trained people registered with the Gas Safe Register (Gas Safe) is carried out in order to avoid faults developing that could result in a fire.

6.4 Portable Appliances

Portable heaters can start fires if not used carefully. Portable heaters should not be placed near flammable materials or sited along escape routes. Where possible, oil filled portable radiators are used instead of convector heaters.

6.5 General Activities

Classrooms used for science should be regularly checked by the teacher and combustible materials kept to a minimum.
It is the specialist subject staff's responsibility to eliminate or reduce fire risk from dangerous substances used in their subject, for example flammable chemicals in Science labs and glue guns in DT.
Emergency grab bags are checked Half termly by an appointed deputy and the contents restocked as appropriate.

6.6 Evacuation Routes:

Fire Plans of each building have been developed in accordance with government guidance: Fire Safety Risk Assessment educational premises and signs placed in each classroom showing the evacuation routes are clearly marked with green and white 'running man' fire exit signs and direction arrows indicating the emergency fire exit in each of the buildings. The fire exits lead to the specified external assembly points. The internal and external routes are illuminated by primary and secondary emergency lighting.

6.7 Portable Fire Extinguishers and Equipment:

Fire extinguishers are provided at various points around school buildings as a first call fire-fighting measure and should only be used to tackle small fires, by persons trained to do so.
However, firefighting is always secondary to life safety.
Extinguishers are positioned in the school buildings in the locations indicated on the fire plans.
Maintaining and testing of fire Alarm System:
After a fire.
No debris is to be touched or removed, apart from that which must be moved to safeguard life and

property, unless approval is given by the Fire Brigade.
A detailed investigation will most certainly be carried out by the Insurers and the local Fire Brigade in order to ascertain the cause of the fire.

6.8 Fire Safety Training

All staff receive basic fire safety awareness training and annual refresher sessions via the online education platform.
Key staff in the individual school buildings receive more detailed instruction through Fire Marshall Training. Pupils are given instruction by their form tutors during the first week of the Autumn term on their actions to be taken in the event of a fire. Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through feedback in the weekly staff meeting and any significant findings are brought to the attention of the Health and Safety Committee. Any conclusions and remedial actions are recorded and implemented.

6.9 Monitoring and Record Keeping

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

Fire Log Book

A fire safety logbook includes records of all fire alarm checks, emergency lighting checks and fire evacuation drills.
Records of maintenance, utility system checks and maintenance, and fire safety training are kept in these files.
The log books or building files are also used to store copies of any other test certificates provided by contractors.

Fire detection and alarm systems

The Competent Person must ensure that the fire alarm systems are properly maintained and tested in accordance with British Standard 5839.
Each building's fire detection and alarm systems are maintained and checked by external contractors whose details are given in the relevant appendix and records of works are retained in the buildings fire safety records .

The alarm sounders are tested on a weekly basis by the Estates and Operations Department.
The school emergency lighting is regularly checked by contractors. for details on each site please see below;
Notices and Signage are updated as and when required and checked annually by the Estates and Operations team.

Fire fighting equipment is visually checked weekly by the estates and operations team and extinguishers are replenished or replaced annually by an external contractor as detailed in the relevant buildings appendix.

Appendix A Information and emergency evacuation procedures for the main building including Art block, Icehouse and Shell Grotto

The main building (grade II listed) was built in 1757 and was adapted in the 1800's. It is of timber and brick construction. It is fitted with AFD (automatic fire detection) to an L2 specification. There is emergency lighting and
portable fire fighting equipment. The site has no natural gas connection. All gas feeds are via LPG gas. There are
shut off systems installed in the science labs. The Means of Escape is provided by two main internal staircases.
The Ice House is grade II listed, timber and brick construction and has light and power. The Shell Grotto is grade II
listed, timber and brick construction and has light and power.

Fire officer : Nicholas Shaw - Deputy Head

Fire Marshal	Area of responsibility
Hall, reception, events office, Ground Floor classrooms, and toilets	Tuesday Moodie
Kristina Bodacz - Nagy, Laraib Saeed	Sixth Form and Common Room
Thomas McCarthy-Ward	Science Block and Greenhouse
Catherine Alderson	First floor – include the stationary cupboard on stairs.
SLT	After school club
Eve Blackwood	Art block and music

Responsible for daily fire exits check: Maintenance team
Fire Detection and Alarm Contractor: Black and Gold
Alarm Sounder test: Weekly
Person Responsible: Caretaker
Fire Pack and red folder to be collected by: Duty Receptionist
Evacuation Assembly Point: The main lawn at the front of the main building

CALLING THE FIRE BRIGADE:
Where it is confirmed that a fire has broken out, the Responsible Person (SLT or fire officer) will call the Emergency Services.

When connected to the Fire Service the exact address of the site (below) of the fire should be clearly given. Other relevant details should also be given, e.g. Fire in classroom – evacuation in progress Do Not replace

the telephone receiver until the address has been repeated back to the caller. Where the fire is in the area of the office used to call the Fire Service, evacuate to the designated Assembly Point, and use a mobile phone to contact the Fire Service.

Location:
Use the gate via Campbell Road. **Hampton Court House School,** **Hampton Court Road,** **East Molesey** **KT8 9BS**

Appendix B Information and emergency evacuation procedures for The Little Courtyard (Formerly S Block)

The Little Courtyard is made up of 6 outbuildings in 1 area. All 1 storey and made of timber and glass construction.
They are fitted with AFD (automatic fire detection) to an L2 specification. There is emergency lighting and portable
fire fighting equipment. The chalet is a 1950's pre-fabricated building made of timber construction,1 storey. The
site has no natural gas connection. All gas feeds are via LPG gas. The Means of Escape is provided by ground level
doors.

The site has 3 fire panels which are linked.

Fire officer : Imogen Stone - Head of the Little Courtyard

Fire Marshal	Area of responsibility
Imogen Stone or Emma Trimmer	Sweep classrooms, toilets and staff areas

Responsible for daily fire exits check: Imogen Stone
Fire Detection and Alarm Contractor: Black and Gold
Alarm Sounder test: Weekly
Person Responsible: Caretaker
Fire Pack and red folder to be collected by: Duty Receptionist
Evacuation Assembly Point: The Sports field

CALLING THE FIRE BRIGADE:
Where it is confirmed that a fire has broken out, the Responsible Person (SLT or fire officer) will call the Emergency Services.

When connected to the Fire Service the exact address of the site of the fire (Below) should be clearly given. Other relevant details should also be given, e.g. Fire in classroom – evacuation in progress Do Not replace the telephone receiver until the address has been repeated back to the caller.

Where the fire is in the area of the office used to call the Fire Service, evacuate to the designated Assembly Point, and use a mobile phone to contact the Fire Service.

Location:
Use the gate via Hampton Courts' Green Car Park. **Hampton Court House School,** **Hampton Court Road,** **East Molesey** **KT8 9BS**

Appendix C Information and emergency evacuation procedures for Science Block, Greenhouse, changing room and store.

The Science Block was built in 2018 and is of timber and brick construction. It has LPG isolation installed and is
only 1 storey. The Greenhouse was built in 2018 and is of timber and brick construction. They are fitted with AFD
(automatic fire detection) to an L2 specification. There is emergency lighting and portable fire fighting equipment
in all areas. The site has no natural gas connection. All gas feeds are via LPG gas. The Means of Escape is provided by ground level doors.
The site has 3 fire panels which are NOT linked at present. Once evacuated call the Head's EA on 020 8614 0858 so
they can text the WhatsApp group and react

Fire officer : Nicholas Shaw - Deputy Head

Fire Marshal	Area of responsibility
Thomas McCarthy- Ward or Helen Shaw	Science lab changing room and the greenhouse
Thomas McCarthy- Ward or Helen Shaw	Ensure that the gas isolation in science block has engaged

Responsible for daily fire exits check: Maintenance team
Fire Detection and Alarm Contractor: Black and Gold
Alarm Sounder test: Every Monday at 1000
Person Responsible: Caretaker
Fire Pack and red folder to be collected by: Duty Receptionist
Evacuation Assembly Point: The Sports field

CALLING THE FIRE BRIGADE:
Where it is confirmed that a fire has broken out, the Responsible Person (SLT or fire officer) will call the Emergency Services.
When connected to the Fire Service the exact address of the site (below) of the fire should be clearly given. Other relevant details should also be given, e.g. Fire in classroom – evacuation in progress Do Not replace the telephone

receiver until the address has been repeated back to the caller. Where the fire is in the area of the office used to call the Fire
Service, evacuate to the designated Assembly Point, and use a mobile phone to contact the Fire Service.

Location:

Use the gate via Hampton Courts' Green Car Park.
Hampton Court House School,
Hampton Court Road,
East Molesey
KT8 9BS