



# Mylnhurst

Preparatory School and Nursery



Mylnhurst  
Campus Group

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Policy Document  
Mylnhurst School & EYFS

# Fire Safety Policy and Procedures

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## *1. Introduction*

This section of our policy sets out our Fire Emergency Plan to demonstrate how we have complied with requirements of the Regulatory Reform (Fire Safety) Order 2005.

## *2. Fire Emergency Plan*

### *2.1 Responsibilities*

The Designated Person responsible for managing preventative and protective fire measures, including firefighting and evacuation, at Mylnhurst Preparatory School is Mrs Heather Swift and she is responsible for the School's Fire Records Log.

Mrs Babitah Hibbert, Compliance Officer, ensures the implementation and overall management of Fire Procedures and Prevention within the school and is responsible for ensuring regular fire drills are completed every term.

Mr Richard Jacklin, Site Manager, is responsible for carrying out daily and weekly checks of the fire protection systems and escape routes and conducting weekly alarm tests and monthly emergency lighting tests.

Please see the list of fire wardens in Appendix 2.

### *2.2 Fire Safety Risk Assessment*

A fire safety risk assessment of our premises is conducted by external consultants and is reviewed on an annual basis.

The risk assessment is held by Mrs Heather Swift, Facilities Manager, and is scrutinised for weaknesses and deficiencies by the Schools' Health & Safety Committee, which is responsible for ensuring that the recommendations arising from the assessment are implemented.



### *2.3 Fire Prevention*

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. Risk control measures have been implemented in response to the risks potentially arising from the hazards of the storage of swimming pool chemicals and cleaning products. Similarly, electrical inspection and testing is conducted on an annual basis, specifically Portable Appliance Testing (PAT) and Fixed Wiring Inspection and Testing.

### *2.4 Alarm System*

The premises are covered by a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points.

The alarm system is tested by the site manager, Mr Richard Jacklin, on a weekly basis by activating a different alarm call point each time in rotation. During the alarm test the opportunity is taken to check the audibility of the alarm throughout the premises and also to test the correct operation of equipment connected to the alarm, for example, doors which are held open on devices designed to release automatically on sounding of the alarm to create compartmentation.

The alarm system is serviced routinely on an annual basis.

The results of alarm testing and servicing are recorded and held by the Facilities Manager, Mrs Heather Swift in the Fire Records Log.

### *2.5 Emergency Lighting*

There is an emergency lighting system installed which incorporates battery back-up that activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test by an approved contractor. The results of emergency lighting tests are recorded and held by the Facilities Manager, Mrs Heather Swift in the Fire Records Log.



## *2.6 Signage*

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits.

Signs are also displayed:

- to identify the location of the assembly point
- to describe the type and function of fire extinguishers
- to describe the correct operation of exit door hardware, 'push bar to open', 'turn to exit', 'break to exit'
- to show the correct operation of gas shut off valves
- to identify fire doors which must be kept shut
- to designate the building as non-smoking in accordance with smoke free law

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

## *2.7 Escape Routes and Exits*

Fire doors are kept closed by self-closing devices and/or kept locked shut where designed to be. Where designed to be held open, fire doors are kept clear so that they can close correctly. All doors on automatic hold open devices are shut every evening and when the building is not in use. All stairwells are to be kept clear and no items are to be stored under, on or in stairwells.

## *2.8 Fire Extinguishers*

There are suitable numbers and types of fire extinguishers located in accordance with the findings of the fire safety risk assessment. Fire extinguishers should only be used by appointed trained individuals (see Fire Wardens) All fire extinguishers are subject to an annual servicing contract.

On a monthly basis checks are made that fire extinguishers are correctly located and in good condition. The results of these checks are recorded and held by the Facilities Manager, in the Fire Records Log.



### *3. Fire Procedures*

Action in the event of or suspicion of a fire.

The overall aim is to save life, and therefore evacuation is of paramount importance.

Staff are not expected to fight fire.

Please note that the designated assembly point is in the Main Playground for Main School and directly across from the EYC for the Early Years Foundation Stage. Both Assembly points are clearly signed with Green Fire Assembly point signage (see Appendix 1).

Anyone discovering a fire or smoke should raise the alarm by breaking the glass at the nearest alarm call point.

A pupil discovering a fire should report the matter immediately to the nearest adult and must not attempt to tackle the fire.

#### *3.1 On hearing the alarm:*

- immediately direct pupils and visitors to walk quietly to the nearest exit and then walk in single file to the assembly point using the nearest or safest fire exit
- do not stop to collect personal belongings or shut down computers
- close the classroom door after having made certain that all pupils have left the room
- pupils will descend staircases in single file, in a calm and orderly fashion
- there is to be no running, pushing or overtaking, especially on staircases
- the designated members of staff will check the children's toilets are empty and that named pupils with particular needs, and visitors are safely escorted from the building. They will report their findings to the Fire Safety Coordinator.



## **Disabled Persons and Others Requiring Assistance**

As of 1st September 2025, no individual was identified as requiring the assistance of a designated member of staff in evacuation in event of a fire.

### *3.2 Calling the Emergency Services*

On hearing the fire alarm system, the School Secretary/Admin Staff/ and or Site Manager will contact the emergency services by dialling 999 for emergency services ideally on their mobile telephone.

Once the call is answered, request the Fire Service, then once through to the Fire Brigade Control Room inform the operator of the following:

#### **THERE IS A FIRE AT:**

**Mylnhurst Preparatory School,  
Button Hill  
Sheffield  
S11 9HJ**

#### **If the fire is in:**

**Main school building - Button Hill Entrance S11 9HJ**

**Nursery building - Button Hill Entrance S11 9HJ or Woodholm Road S11 9HT**

**Stable Block - Millhouses Lane Entrance - S11 9JA**

**MSEL - Millhouses Lane Entrance - S11 9JA**

The member of staff telephoning the fire brigade should not end the telephone call until the Fire Brigade Operator has repeated all the address details given.

### *3.3 Satellite Buildings*

If a fire occurs in any of the satellite buildings, the EYC, the Stable Block, or the McAuley Building, the evacuation procedure set out above will be followed, but staff will, by use of mobile phone or staff messenger, contact the school office for additional support.



#### *4. Upon Evacuation of the Building*

The office staff will collect the Registers and Visitors' Book and carry out a roll call at the assembly point for anyone registered as a visitor. They will also collect the First Aid Kit. They will distribute walkie talkies to the fire wardens and the class registers to the class teachers.

NB: Foundation Block - should a fire occur in this building the Reception Class Teacher and Nursery Co-ordinator will collect the registers upon leaving the building.

The Site Manager will raise the barrier and deactivate automated entrances to allow access for emergency vehicles.

The Headteacher or in his absence the Compliance Officer will ascertain that all adults and children are accounted for, by checking with staff that all recorded as present in the Visitors' Book and Registers have been accounted for. Under no circumstances will anyone re-enter the building to search for a missing person.

Pupils should stand still and remain quiet until asked to re-enter the building.

NB: since the Attendance Register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has closed have had their attendance recorded by a member of the administration team.

Teachers should be mindful of any child that is taken off site for illness or an appointment.

Any workmen or repair engineers on the site must be given an induction, sign the Visitors' Book and must be accounted for by the designated persons.

In the event of a missing person thought to be still in the building, the Headteacher or in his absence the Compliance Officer, will aim to locate their whereabouts from outside the building in order to inform the Emergency Services.

#### *5. At the Assembly Point*

Staff, pupils, and visitors will await the arrival of the Fire Brigade.

The Headteacher, or in her absence, the Compliance Officer, will greet the Fire Brigade on their arrival.



The Headteacher, or in his absence, the Compliance Officer, will then inform the Fire Officer in charge of any persons not accounted for and/or any special risks involved in the fire, for example, Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved, dangerous machinery not shutdown.

Staff, pupils, and visitors must not be allowed to re-enter the school buildings until they are told that it is safe to do so by the Fire Brigade Officer in charge.

\* Please note that the designated assembly point is in the Main Playground for Main School and directly under the Bridge for the Early Years Foundation Stage and the Mylnhurst Children's Club. Both assembly points are clearly signed with Green Fire Assembly point signage (see Appendix 1).

#### *6. First Aid*

In the event that first aid is required; staff will request that a qualified First Aider attend to any individual who needs it in line with school policy and where necessary contact the emergency services.

#### *7. Fire Drills*

Fire drills are carried out at least every term and the findings recorded by the Facilities Manager, in the Fire Records Log.

#### *8. Staff Training*

All staff receive an annual fire briefing which lays out the procedures for fire safety, fire prevention, fire detection, including evacuation of the building and assembly points; a record of the training provided is held by Mrs White.

All newly appointed staff receive fire training as a part of their induction and before employment commences.

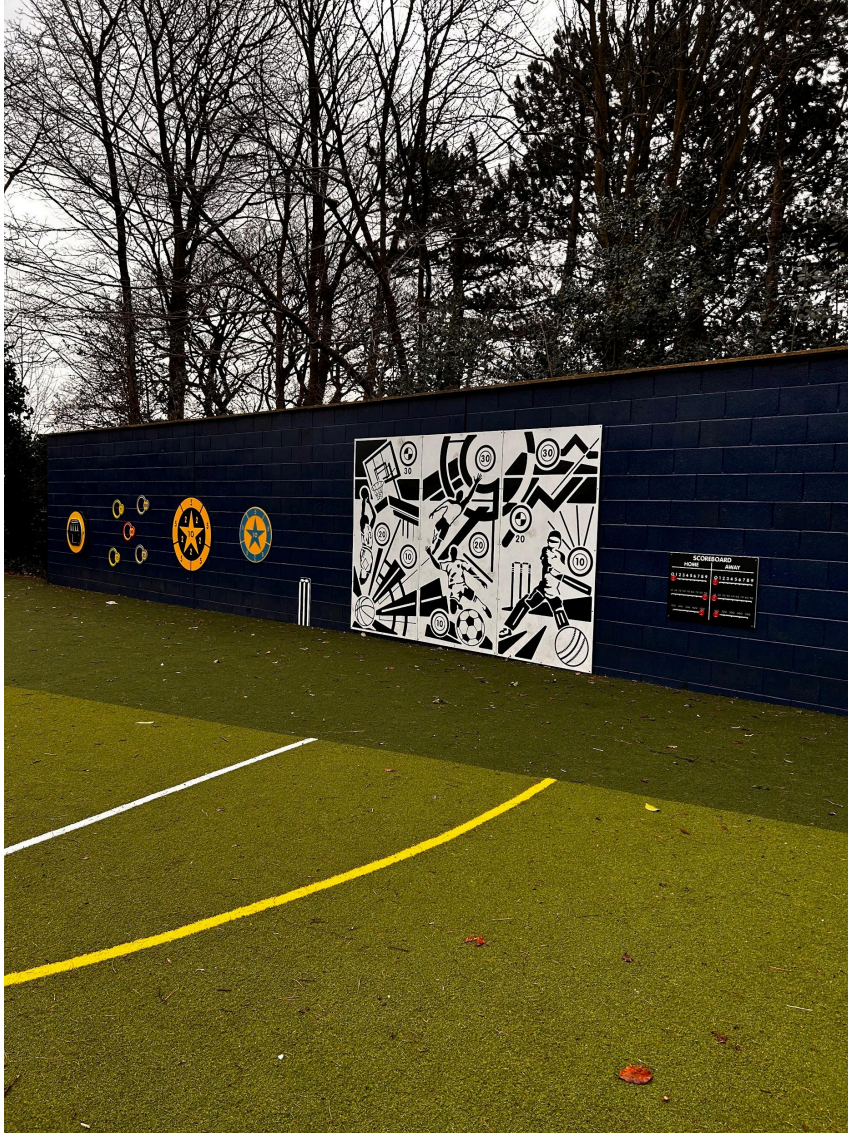
#### *9. Monitoring Arrangements*

This policy will be reviewed every two years by the Headteacher, with the SLT and Board of Directors.



*Appendix 1*

*Main School Fire Assembly Point*





*EYFS and MCC Fire Assembly Point*





*Appendix 2*

**List of Competent Persons / Fire Wardens  
Main School, Nursery, Stables, MCC (operating hours only), Sports Hall, Pavilion Pool  
(School use) and Caretaker Workshop**

Main School	
<b>Babitah Hibbert</b>	To check that the 3rd floor is clear (Computing, D&T, Music Rooms and Toilet)
<b>Naomi Baynes Bernie Pathe</b>	To check that the library, SLT rooms and Medical room are clear
<b>Francesca Bray</b>	To check that the Art room, Paper room, Girls and Boys toilets are clear
<b>Cath Madin Bernie Pathe</b>	To check that the Nurture room, Bridge, Compliance office, PE office and toilets are clear
<b>Clare Kenny Rebecca Haworth / Ibbby Harrison</b>	To check that the P1 toilets are clear
<b>Debbie Hill-Pickford</b>	To check that the Chapel, Kitchen Courtyard Toilets and P2, P3, P4, P5 and P6 Cloak Rooms are clear
<b>Ros Wallace Gill Bird</b>	To check that the Staff Toilets
<b>Alison Nubbert</b>	To check Entrance Hall, Reception Desk
Nursery / MCC (Breakfast and After School Club)	
<b>Evie O'Dwyer Georgia Glew</b>	To check that the Reception toilets and Disability toilet are clear
<b>Val Clarke Louise Hunt</b>	To check that the Nursery and Disability toilets are clear
<b>Lottie Horewell Shaine Tin</b>	To check that the MCC room and Office are clear <b>(School hours only)</b>
<b>Laura Hirst /Bernie Pathe</b>	To check that the Nursery and Reception toilets are clear <b>(During the operating hours of the MCC only)</b>
Swimming Pool, Sports Hall & Pavilion Changing Rooms	
<b>Fiona Newton Lana Doneo Hollie Smith</b>	To check that the Pool and Changing rooms are clear <b>(School use only)</b> To check that the Dance Studio and Toilet are clear



	<b>(School use only)</b>
<b>Ryan Holmes Crystal Buchanan</b>	To check that the Sports Hall, Pavilion Kitchen, Field and the Pavilion changing rooms are clear <b>(School use only)</b>
<b>Stables Block and Dining Room</b>	
<b>Andy Brooks &amp; Bronya Peach</b>	To check that the Training Toilets, Training Suite, Store Room, Dining room toilets and Dining room are clear
<b>Caretaker Workshop</b>	
<b>Richard Jacklin &amp; Bronya Peach</b>	To check that the Workshop and field are clear