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FIRE POLICY & PROCEDURES

Policy Owner:	Katrina Walding	Date Adopted:	September 2016
Job Title:	Facilities Manager	Status:	Non-contractual
Authorised By:	Kate Grant	Last Reviewed:	April 2025
Job Title:	CEO	Ratified:	May 2025
Reviewed by:	Peter Mepsted	Next Review date:	April 2027
Job Title:	Health & Safety Consultant	Version:	2.1

TABLE OF CONTENTS

1. Purpose 3
2. Definitions 3
3. Scope 3
4. The Policy 3
5. Responsibilities 3
6. Implementation and Related Procedures 4
Fire Safety Responsibilities 4
7. Fire Fighting Equipment and Maintenance 4
8. Fire Extinguishers and emergency systems location 5
Dunsfold – see appendix for Floor Plans 5
Guildford LSC 5
9. Weekly Fire Alarm tests 6
10. Fire Drills 6
11. Records 6
12. Staff Training 6
13. Fire Risk Assessment 7
14. Security Procedures 7
15. Fire Prevention 7
16. Policy Review 7
17. Version History 8
18. Related Legislation & Guidance 8
19. Related Internal Documentation 8
APPENDIX 1 – IN THE EVENT OF A FIRE 9
APPENDIX 2 – EVACUATION PROCEDURES 10

1. Purpose

1.1 This Policy aims to:

- Ensure compliance with all relevant legislation.
- Ensure effective liaison with the local fire and rescue service, where appropriate.
- Undertake suitable and sufficient fire risk assessments of all premises and activities within premises.
- Identify and implement reasonably practicable control measures to control risks from fire.
- Conduct regular fire evacuation drills and testing of emergency equipment.
- Conduct regular fire safety inspections.

2. Definitions

2.1 'The school' and 'Jigsaw School' means Jigsaw CABAS® School

3. Scope

3.1 The Facilities Manager and School Management Team will ensure that the following procedures are followed.

4. The Policy

4.1 The Jigsaw School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, The Management of Health and Safety at Work Regulations 1999, the Fire Safety Act 2021, the Fire Safety Regulations 2022, the Building Safety Act 2022 and other appropriate legislation or standards.

4.2 Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, pupils, visitors, contractors and others who may be affected by the activities of the organisation.

5. Responsibilities

5.1 The Director of Education will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed regularly.

5.2 The Facilities Manager will ensure that these policies and procedures are implemented and adhered to.

5.3 The Facilities Manager will ensure that an appropriate system for carrying out fire risk assessments is in place.

5.4 The Facilities Manager will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises and saved in the appropriate Facilities folder on the network.

5.5 The Director of Education will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.

5.6 The Facilities Manager will ensure that regular inspections (e.g. Fire systems, Fire signage, Fire-fighting equipment etc.) are carried out on control measures to ensure their continued effectiveness.

5.7 Employees, pupils, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

5.8 The Evacuation Manager, a member of the School SMT, will lead the evacuation of the school. They will assess the fire threat level, liaise with the Fire Brigade and will consider whether to implement an offsite evacuation.

6. Implementation and Related Procedures

Fire Safety Responsibilities

6.1 The Facilities Manager will ensure that a sufficient number of trained staff are appointed as Fire Wardens to ensure suitable coverage throughout the School buildings to assist with the implementation of fire safety procedures.

6.2 It is the responsibility of all staff to be aware of:

- The Means of Escape from the Buildings.
- The location of the Fire Extinguishers throughout the buildings
- The Assembly Points in Playground 21 and Oak Playground

6.3 At the beginning of every term, the Facilities Manager will check that all buildings have up to date to floor plans showing the evacuation plan, location of exits, fire extinguishers and First Aid boxes. These plans will be located strategically around each building and in particular in close proximity to the exits

6.4 It is the responsibility of all visitors, pupils, employees and contractors to follow the fire safety instructions of the Facilities Manager or Fire Wardens

7. Fire Fighting Equipment and Maintenance

7.1 The school has adequate and appropriate means for fighting fire. The Facilities Manager is responsible for ensuring fire-fighting equipment is in place and that weekly checks are carried out by the Facilities Team – and that any deficiencies are remedied urgently to ensure all means of fighting and detecting fires are maintained in efficient working order.

7.2 Fire extinguishers are examined annually by our qualified contractor, 1st Defense Fire & Rescue Services Ltd and the service sheets are saved in the Facilities folder on the network.

7.3 The fire alarm is checked weekly by the Facilities Team, and the outcome logged in the Fire Safety Log Book. Six monthly tests are conducted by a qualified contractor and service sheet are saved in the Facilities folder on the network.

7.4 Emergency lighting is functionally tested monthly, and the outcome logged in the Fire Safety Log Book. An annual, full drain test is conducted by a qualified contractor and the service sheets are saved in the Facilities folder on the network.

7.5 All electrical equipment is Portable Appliance Tested (PAT) at least annually. A qualified contractor undertakes PAT. The Facilities Manager is responsible for ensuring that the Facilities Team is trained to do ad hoc PAT and a log is kept of all items tested and the service sheets are saved in the Facilities folder on the network.

7.6 Electrical items brought on-site by staff from home, including mobile phone and laptop chargers must be PAT tested before use on site. The School has a nominated supplier for portable chargers, that can have traceability verified and all resources purchased for pupil use or needed in the school are approved by the Facilities Manager or Health and Safety consultant

8. Fire Extinguishers and emergency systems location

Dunsfold – see appendix for Floor Plans

8.1 Smoke Detectors and Emergency Lighting

- Located in: All areas – hardwired into systems
- Site plan of locations maintained by Facilities
- Fire Alarm system has 24 hour external monitoring, and keyholders for out of hours call outs (see Appendix 1)

Guildford LSC

8.2 Assembly Point By the back gate/shed at the end of the garden

- In the event that it is not possible to use the exit onto the garden, use the fire exit at the front of the building and assemble on the front lawn by the front gate. The door is signed 'no entrance' but this can be disregarded in an emergency situation

8.3 Fire-fighting equipment and Maintenance

- The building has adequate and appropriate means for fighting fire. The fire extinguishers are inspected and updated annually

8.4 Fire Extinguishers

Hallway	Water, CO2
Dining Room	Foam, CO2
Common Room	Foam
Dining room by kitchen door	CO2

8.5 Smoke Detectors

- Located in: Entrance Hallway x 2, Staff Room, Office, Medical Room, Activity Room, Common Room, Kitchen

8.6 NB: The Fire System and Emergency Lights are maintained and inspected by Shooting Star Chase – contact 01932 823101 (Facilities Team)

9. Weekly Fire Alarm tests

9.1 The Facilities Team complete a weekly test before the start of the school day. The Dorguard doors are checked for appropriate closure time and a different fire Alarm Call Point is used, in strict rotation at each test.

10. Fire Drills

10.1 Fire Drills are held on a regular basis and at least three times a year. Every member of staff should experience at least one drill per year.

10.2 The Evacuation Manager or nominated person records the evacuation time in minutes from the time the alarm is raised until the last person has left the building. This should be under five minutes.

10.3 The outcome should be logged in the Fire Log and a record saved electronically.

10.4 Issues arising from the drill are noted and the School Management Team, in conjunction with the Facilities Manager, should take action to resolve these.

10.5 If a pupil is exhibiting challenging behaviour a decision can be made not to move them during a drill. The Evacuation Manager must be informed of this decision.

11. Records

11.1 A record is maintained and available for inspection at all times detailing: -

- All fire drills and any defects in procedures revealed
- All checks of Fire Equipment including weekly alarm test and emergency lighting tests
- Correspondence from Surrey Fire and Rescue Services and Evolution Fire and Safety Ltd /1st Defense Fire Ltd arising from any inspections.

12. Staff Training

12.1 Staff receive training in fire safety as part of their induction when joining the school and refresher training on a regular basis.

12.2 Training covers the fire precautions in place:

- Smoke Free Policy
- Location of Fire Equipment
- Importance of clearing away rubbish safely.
- How to raise the alarm.
- Means of escape.
- What to do in case of fire-evacuation and escorting pupils to the Assembly Point.
- Who calls Surrey Fire and Rescue Service

- The importance of roll calls and signing in and out.
- Not leaving the Fire Assembly Point until advised to do so by the Fire and Rescue Service or Evacuation Managers.

13. Fire Risk Assessment

13.1 A Fire Risk Assessment is carried out by a qualified competent assessor and this is reviewed annually or following significant changes to buildings or personnel. See Risk Assessment Policy & Procedures.

14. Security Procedures

14.1 Star locks are on all doors to create a more secure environment to be used during a 'locked down' situation. If this occurs a member of staff will advise those working nearby that the lock down is in operation.

15. Fire Prevention

15.1 All refuse is disposed of safely and the building kept clear of rubbish that burns easily.

15.2 The school operates a No Smoking Policy and adheres to Non-Smoking legislation.

16. Policy Review

16.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

16.2 This policy was last reviewed in March 2025.

17. Version History

No.	Date	Amendment
1.1		
1.2	November 2019	Updated locations of documents, contractors details etc.
1.3	March 2021	7.3 addition of emergency lighting. Tightening of language. Generalisations from specific contractors to “qualified contractors”
1.4	Feb 2023	Updated at 6.1 and 7.2 to enhance clarity. Removal of Fire Extinguisher location at Section 8, included in the inserted Appendix 2 -Evacuation Procedures
1.5	March 2023	Inserted 5.8 re the Evacuation Manager
2.1	April 2025	Additional legislation added in section 5, reference to 24 hgour external monitoring added at section 8 and Appendix 1

18. Related Legislation & Guidance

Document	Location
Regulatory Reform (Fire Safety) Order 2005	https://www.legislation.gov.uk/uksi/2005/1541/contents/made
The Management of Health and Safety at Work Regulations 1999	https://www.legislation.gov.uk/uksi/1999/3242/contents/made
The Fire Safety Act 2021	https://www.legislation.gov.uk/ukpga/2021/24/contents
The Fire Safety Regulations 2022	https://www.legislation.gov.uk/uksi/2022/547/contents/made
The Building Safety Act 2022	https://www.legislation.gov.uk/ukpga/2022/30/contents

19. Related Internal Documentation

Document	Electronic Copy Location
Fire Risk Assessment Jigsaw School	Facilities V drive
Fire Risk Assessment Guildford	Facilities V Drive

APPENDIX 1 – IN THE EVENT OF A FIRE

EVACUATION PROCEDURE

On discovering a fire, activate the nearest alarm immediately by breaking the glass panel.
Staff should only use the fire-fighting equipment if they have received training and can do so safely.

EVACUATION

- If the alarm sounds continuously, evacuate the building immediately.
- Do *not* stop to collect personal belongings.
- All persons must leave by the nearest external exit door.
- All persons should close windows and doors behind them on exit.
- Staff should escort the Pupils via the nearest safe exit route staying in class groups. In the event that the preferred exit is blocked, staff should lead the pupils to an alternative exit and proceed to the Assembly Point.

ASSEMBLY

The bottom two corners of the play area in Building 21 Playground and those from B22 in the Oak Playground

If the Evacuation Manager deems the Assembly point is unsafe, pupils will be escorted to the minibuses in the staff car park area.

The following items will be taken to the assembly point by the Evacuation Manager or nominated Deputy.

- The pupil and staff signing in registers
- Risk assessments
- Vehicle keys
- Off-site signing sheets
- Pupil late arrival book
- Walkie Talkies
- School mobile phone
- PPE – mats and guards
- Visitors book
- Emergency Meds
- Grab Bag inc. important information

The Evacuation Manager or nominated Deputy will conduct a roll call and ensure that all building occupants are accounted for. The Evacuation Manager will nominate who will manage the Fire Alarm panel.

CALLING THE FIRE AND RESCUE SERVICE

The Evacuation Manager or nominated Deputy will check the alarm and then call the Fire and Rescue Service by dialling 999 and giving the following message clearly and concisely

"Fire at the Jigsaw School, Dunsfold Park, Stovolds Hill, Cranleigh, GU6 8TB"

Dunsfold Security should also be advised on 01483 201104 in order that the Fire Service can be directed appropriately

RE-ENTERING THE BUILDING

NO person may enter the building until the Evacuation Manager or Fire and Rescue Service declares the building safe to enter.

ALARM SYSTEM

This has 24 hour remote monitoring by EMCS, account number 01273943.

- For Alarm test - call 0844 8099980
- To Abort an alarm - call 0800 716460
- Keyholder for 24 hour call out are Evensure - call 01483 456730

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APPENDIX 2 – EVACUATION PROCEDURES

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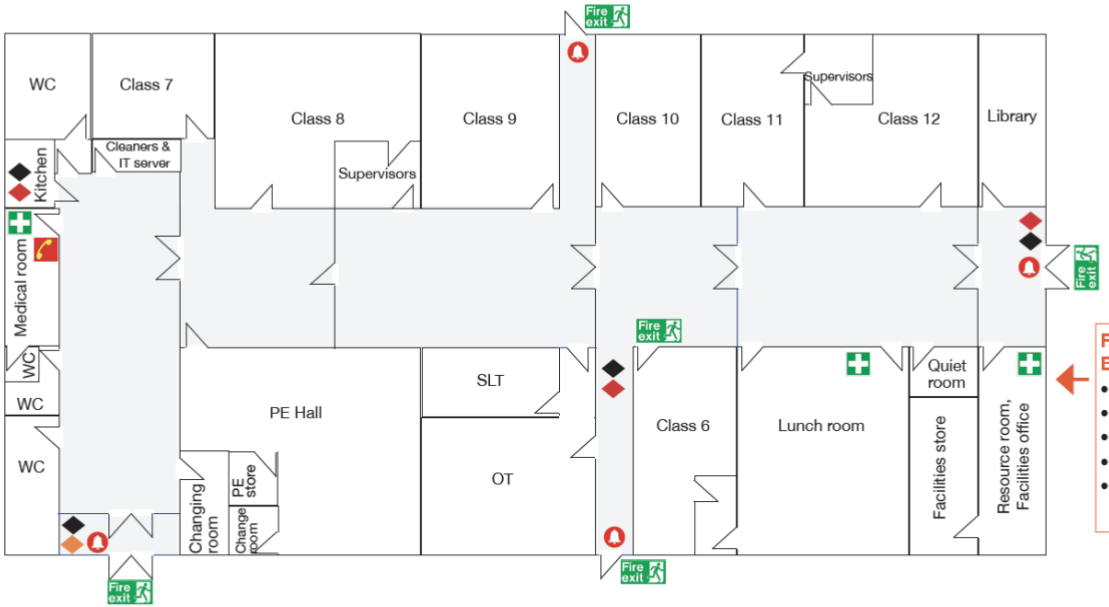
BUILDING 21

EVACUATION PROCEDURE IN EVENT OF A FIRE



FIRE WARDENS
Building 21

- Hannah Johnson
- Miriam Dudek
- Sophie House
- Alan Holgate
- A Site Assistant (Facilities Team)

IF YOU DISCOVER A FIRE ACTIVATE THE NEAREST FIRE ALARM BY BREAKING THE GLASS and CALL THE FIRE BRIGADE IMMEDIATELY

Dial 999 and give the following details:

"Fire at Jigsaw School, Dunsfold Park, Stovolds Hill, Cranleigh GU6 8TB"

EVACUATION

IF THE ALARM SOUNDS EVACUATE THE BUILDING IMMEDIATELY.

- On hearing the alarm ensure windows are closed and don't touch light switches.
- Assemble pupils and leave by the nearest fire exit **with your visitors,** unless the fire blocks the exit or the Fire Warden directs you to a different exit.
- Do NOT stop to collect your belongings.
- Go immediately to the Evacuation Assembly Point:

BUILDING 21 PLAYGROUND

NO-ONE, under any circumstances, may re-enter the Buildings until the Evacuation Manager announces it is safe to do so.

	Fire extinguishers (Water/Foam/CO2)
	Fire alarm call point button
	First Aid box
	Fire alarm system panel
	Fire blanket
	Emergency phone

Legislative Requirements
Regularoty Reforem (Fire Safety) Order 2005.
The Management of Health & Safety at Work Regulations 1999

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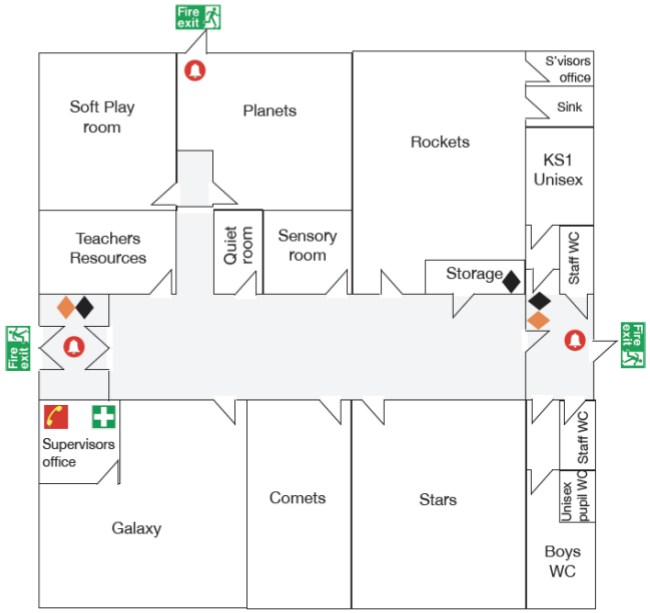
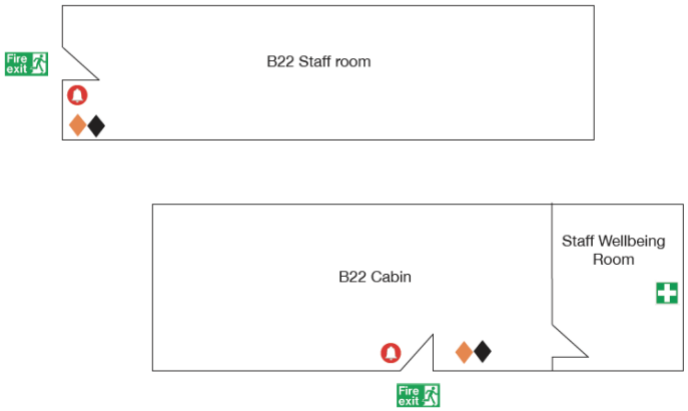
BUILDING 22 & B22 STAFF ROOM

EVACUATION PROCEDURE IN EVENT OF A FIRE





FIRE WARDENS Building 22, B22 Staff room

- Hayley Locke
- Jo Thorne
- Miriam Dudek
- Linda Glaysher

IF YOU DISCOVER A FIRE ACTIVATE THE NEAREST FIRE ALARM BY BREAKING THE GLASS and CALL THE FIRE BRIGADE IMMEDIATELY

Dial 999 and give the following details:

"Fire at Jigsaw School, Dunsfold Park, Stovolds Hill, Cranleigh GU6 8TB"

EVACUATION

IF THE ALARM SOUNDS EVACUATE THE BUILDING IMMEDIATELY

- On hearing the alarm ensure windows are closed and don't touch light switches.
- Assemble pupils and leave by the nearest fire exit **with your visitors,** unless the fire blocks the exit or the Fire Warden directs you to a different exit.
- Do NOT stop to collect your belongings.
- Go immediately to the Evacuation Assembly Point:

OAK PLAYGROUND

NO-ONE, under any circumstances, may re-enter the Buildings until the Evacuation Manager announces it is safe to do so.

	Fire extinguishers (Water/Foam/CO2)
	Fire alarm call point button
	First Aid box
	Fire alarm system panel
	Fire blanket
	Emergency phone

Legislative Requirements
Regularoty Reforem (Fire Safety) Order 2005.
The Management of Health & Safety at Work Regulations 1999

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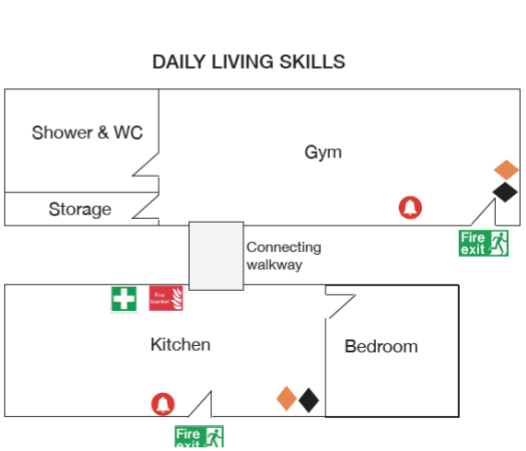
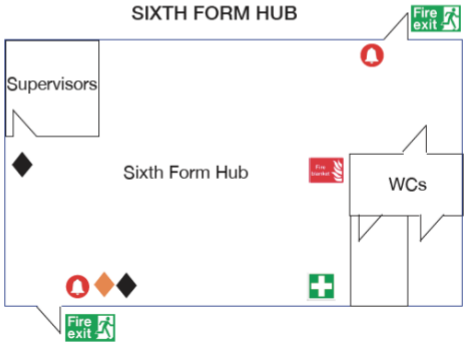
DAILY LIVING SKILLS, SIXTH FORM HUB, MEETING ROOM 1 & ELSA ROOM

EVACUATION PROCEDURE IN EVENT OF A FIRE

FIRE WARDENS
Daily Living Skills, Sixth Form Hub & MR1

- Rhys Jones
- Adriana Borzecka
- Cameron Caldwell-Kyd





IF YOU DISCOVER A FIRE
ACTIVATE THE NEAREST FIRE ALARM BY BREAKING THE GLASS and CALL THE FIRE BRIGADE IMMEDIATELY

Dial 999 and give the following details:

"Fire at Jigsaw School, Dunsfold Park, Stovolds Hill, Cranleigh GU6 8TB"

EVACUATION

IF THE ALARM SOUNDS EVACUATE THE BUILDING IMMEDIATELY

- On hearing the alarm ensure windows are closed and don't touch light switches.
- Assemble pupils and leave by the nearest fire exit **with your visitors,** unless the fire blocks the exit or the Fire Warden directs you to a different exit.
- Do NOT stop to collect your belongings.
- Go immediately to the Evacuation Assembly Point:

BUILDING 21 PLAYGROUND

♦♦♦	Fire extinguishers (Water/Foam/CO2)
	Fire alarm call point button
	First Aid box
	Fire alarm system panel
	Fire blanket
	Emergency phone

Legislative Requirements
Regularoty Reforem (Fire Safety) Order 2005.
The Management of Health & Safety at Work Regulations 1999

NO-ONE, under any circumstances, may re-enter the Buildings until the Evacuation Manager announces it is safe to do so.

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