



# HEATHSIDE SCHOOL HAMPSTEAD

## FIRE SAFETY POLICY

## **General Policy Statement**

At Heathside 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 1<sup>st</sup> 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 procedure document details the Fire Safety Policy for all Heathside Schools and should be read in conjunction with any specific fire plan produced and a floor plan of the building.

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### **Introduction**

The fire safety arrangements for each building are of similar nature. A fire plan will be produced for each site which will be kept on the premises and used as part of the staff induction training.

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 Facilities Manager is responsible for ensuring that fire risk assessments are regularly conducted and for advising the Senior Management Team on the appropriate remedial actions needed.

Heathside School 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 (where necessary by fire resisting self-closing doors).

Heathside Preparatory School is in residential areas. The sites, which comprise the school buildings indicated below, are bounded on all sides by housing and gardens. Vehicular access is gained solely from the front of each building, either on Heath Street or New End.

### **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 checked each week by the Site Caretaker. Any remedial work is logged in the Maintenance & Repair Log.

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.

### **1.4 Means of Giving Warning**

Separate fire alarm systems have been provided in the School buildings including indicator panels by the front doors, manual call points, automatic fire detection in parts of the building and audible alarm warning devices.

### **1.5 Emergency Lighting**

Emergency lighting is provided on the escape routes of each site and is tested on a monthly basis by the Facilities Manager to ensure their functionality. They are maintained by Black and Gold Fire Safety, external competent contractors on a bi-annual service agreement.

### **1.6 Portable Fire Fighting Equipment**

Fire 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 Black and Gold Fire Safety, working on behalf of Hampstead School.

**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 Heathside School's premises are 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.

If you plan to use a naked flame for a specific lesson e.g. Science. Please complete a risk assessment and arrange a meeting with the Facilities Manager for review and approval.

### **1.8 Displays**

Although it is important to display pupil 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;
- use 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 Facilities Manager, 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 Facilities Manager 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 Health and Safety Manager and Senior Management Team

The Health and Safety Manager and all Senior Managers 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 Log Book 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 email to the Facilities Manager, or Head of Operations. They will deal with matters immediately or log them on the Maintenance Log for completion within an agreed timeframe.
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 school hall has an occupancy limit of 60 persons unless competent staff are positioned to hold open the fire exits in the event of an incident and then the occupancy can be increased to 100 persons.
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 Warden or Fire Officer

## **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.
2. On attendance at the site, all contract personnel must sign in using our electronic Inventory system and on departure they must sign out.
3. In the event of a fire, contractors should follow the procedures as detailed on the signs in each room or corridor and report to the assembly point.
4. Contractors must not re-enter the building unless told to do so by the Fire Warden or Fire Officer.

## **3. The Emergency Fire Evacuation Procedure**

There are evacuation procedures displayed in each classroom.

### **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.

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 sites of Heathside School to ensure that all persons safely evacuate the building and can be accounted for.

#### **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.

#### **MEANS OF GIVING WARNING:**

Heathside School has fire alarm systems that include 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, which is clearly distinguishable and audible throughout each building. The fire alarm indicator panel in the relevant building will quickly identify the location of an alert.

#### **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.

The fire exit doors at 84a Heath Street, the Basement Church Hall and New End have green break-glass boxes next to the fob reader. In the event of an emergency, please break the glass to override the door security and allow for easy exit.

#### **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 and white 'running man' fire exit signs located around the school buildings. It is also possible to utilise the nearest portable fire extinguisher of the correct type in an attempt to control the fire to aid escape.

Upon being alerted that a fire has broken out, the receptionist must call the Fire Warden immediately. The Fire Warden 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, whom they should brief on arrival.

#### **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 fire exit signs).

Receptionists give registers to teachers and Loudhailer/Walkie Talkie and grab bags to the Fire Warden as appropriate.

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.

### **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 SENDCo in coordination with the Deputy Head.

If a child has a Personal Emergency Evacuation Plan (PEEP), the relevant staff members will be briefed on their responsibilities by the Deputy Head. PEEPs are stored on iSams under the student's profile

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.

### **Fire Warden**

The Fire Warden must organise immediate evacuation to the designated assembly point and ensure people do not move away from the protected area.

- The Fire Warden must take the walkie-talkie or loud hailer as detailed in the buildings appendix,
- The Fire Warden must put on a hi-viz Jacket, kept in the Emergency Grab Bag.
- He/she will then ensure that the Fire Service has been called, as indicated.
- The Fire Warden 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.

### **Fire Marshals**

The Marshals will put on hi-viz Jackets stored in the Emergency Grab Bag and in each classroom Heath Bag.

The Marshals will conduct a quick but thorough sweep of all rooms in their designated areas including toilets and close doors(where necessary).



They will report to the Fire Warden, confirming their designated area has been swept, giving details of fire location if known, and if all persons have been accounted for.

## **ACTION AT THE ASSEMBLY POINT**

### **Roll-call:**

The Fire Warden 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.

***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 the all clear is given.

Only after being confirmed by the Fire & Rescue Service Officer that all is safe, should the Fire Warden allow pupils, staff, visitors and contractors to leave the assembly point and re-enter the building.

### **Liaison with Emergency Services**

The Fire Warden should meet the Fire and Rescue Service on arrival and provide the plan from the Emergency grab bag and any relevant information to ensure the safety of all persons in the premises.

## **3. Fire Precautions**

The staff on each site are fully instructed and trained in evacuation procedures detailed in Section 3 and on the building's 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 Headteacher to nominate an alternative member of staff to temporarily fulfil the position.

### **Gas Leaks**

In the event of a gas leak the following action is to be taken:

Evacuate building

Call Emergency Services.

### **Electrical**

#### **PAT testing**

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An annual inspection of electrical installations by a PatCental is carried out at all sites. Staff must continually look for obvious visual defects and to report any defects immediately on the maintenance log or to the Facilities Manager who will deal with the matter immediately or log it in the repairs and maintenance log.

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

## **Heating Equipment and Appliances**

### **Fixed Installations**

Regular review and maintenance of 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.

### **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.

### **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 sharps or glue guns in Art.

Emergency grab bags are checked Half termly by an appointed deputy and the contents restocked as appropriate.

### **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.

**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.

**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, **fire fighting 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.

**7. Fire Safety Training**

All staff receive basic fire safety awareness training and annual refresher sessions via the TES develop learning 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.

**8. Monitoring and Record Keeping**

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

**Fire Log Books**

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For each site, a fire safety log book 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 files for each building.

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 school Facilities Manager;

**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 Facilities Manager;

**Fire fighting equipment** is visually checked weekly by Caretaker and extinguishers are replenished or replaced annually by an external contractor as detailed in the relevant buildings log book

## Appendix A Information and emergency evacuation procedures for 84a Heath Street & rear of 82 Heath Street

84a Heath Street was constructed in the 1890s made of traditional brick/block with roofing materials being pitched and tiled and the building is on ground, lower ground and first floor. The Means of Escape is provided by two main internal staircases which are considered to be protected, and an external escape staircase and walkway, to enable persons to safely evacuate the premises in the event of fire.

The three school buildings on Heath Street are interconnecting and the fire alarms are linked together. This link includes the Heath Street Baptist Fire alarm.

**Fire Warden:** Facilities Manager (Zoe Humphrey is the Back-Up)

### Fire Marshals - **SWEEP AREAS + CLOSE DOORS ON EXIT**

Fire Marshal	Area of responsibility
Receptionist / Head	Hall, Y6 Juniper, Reception, Heads office, Toilets. <b>Registers to be collected when sweep completed</b> <b>PLEASE CALL DONNA/ZOE</b>
Jelena / Zoe Humphrey	<b>82 Heath Street:</b> Place2Be, PPA Room, Toilets & SEND & Deputy Offices <b>84 Heath street:</b> Forest Room, Church Hall, EYFS & EY Toilets
Madeleine / Vlad	<b>84 Heath street:</b> Year 1, 2, 3, Pimpernel, Children's toilet & Library

Member of staff responsible for daily fire exits check: Caretaker

**Fire Detection and Alarm Contractor:** Black and Gold Fire Safety

**Alarm Sounder test:** Weekly  
**Person Responsible:** H&S Manager

### Evacuation Assembly Point:

Outside the Heath Street Baptist Church \*\*

\*\* If there is a car on the forecourt of the Baptist Church, please move up to the Catto Gallery, 100 Heath Street

### CALLING THE FIRE BRIGADE:

When it is confirmed that a fire has broken out, the Fire Warden will call the Emergency Services. When connected to the Fire Service the exact address of the site of the fire should be clearly given.

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i.e.: **84a Heath Street, London, NW3 1DN**

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.

## **Appendix B Information and emergency evacuation procedures for The Shop, 82 Heath Street**

The Shop, 82 Heath Street was constructed in the 1890s made of traditional brick/block with wood beams. Roofing materials being pitched and tiled and the building is on ground and lower ground floors. The Means of Escape is straight through the entrance door to the shop which leads you out onto the main street.

The three school buildings on Heath Street are interconnecting and the fire alarms are linked together. This link includes the Heath Street Baptist Church fire alarm.

**Fire Warden:** Facilities Manager (Zoe Humphrey is the Back-Up)

### **Fire Marshals - SWEEP AREA + CLOSE DOOR ON EXIT**

<b>Fire Marshal</b>	<b>Area of responsibility</b>
Alex Cutts / Jelena Bologna	Shop

Member of staff responsible for daily fire exits check: Caretaker

**Fire Detection and Alarm Contractor:** Black and Gold Fire Safety

**Alarm Sounder test:** Weekly  
**Person Responsible:** H&S Manager

**Emergency pack Collection by:** Receptionist

### **Evacuation Assembly Point:**

Outside the Heath Street Baptist Church \*\*

\*\* If there is a car on the forecourt of the Baptist Church, please move up to the Catto Gallery, 100 Heath Street

### **Calling The Fire Brigade:**

When it is confirmed that a fire has broken out, the Deputy Head will call the Emergency Services.

When connected to the Fire Service the exact address of the site of the fire should be clearly given.

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i.e.: **82 Heath Street, London NW3 1DN**

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.

## **Appendix C Information and emergency evacuation procedures for 76 Heath Street**

### 76 Heath Street

Was constructed in the 1890s and made of traditional brick/block with roofing materials being pitched and tiled and the building is on ground and lower ground levels, used as teaching space. The means of escape is provided by a side passage exit to Heath Street, through a back door from the lower ground level to Streatley Place, or stairs leading to 84a Heath Street to enable persons to safely evacuate the premises in the event of fire..

The three school buildings on Heath Street are interconnecting and the fire alarms are linked together. This link includes the church fire alarm.

**Fire Warden:** Facilities Manager (Zoe Humphrey is the Back-Up)

### **Fire Marshals - SWEEP AREAS + CLOSE DOORS ON EXIT**

<b>Fire Marshal</b>	<b>Area of responsibility</b>
Stefano / Vlad	Year 6 Willow, Year 4& 5, Children & Staff Toilets, Staff Room, Creative Hub, staff work area & shower

Member of staff responsible for daily fire exits check: Caretaker

**Fire Detection and Alarm Contractor:** Black and Gold Fire Safety

**Alarm Sounder test:** Weekly  
**Person Responsible:** H&S Manager

### **Evacuation Assembly Point:**

Outside Gaucho restaurant

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**Calling The Fire Brigade:**

When it is confirmed that a fire has broken out, the Deputy Head will call the Emergency Services.

When connected to the Fire Service the exact address of the site of the fire should be clearly given.

i.e.: **76 Heath Street, London, NW3 1DN**

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.



## Appendix D Information and emergency evacuation procedures for 16 New End

### 16 New End

Was constructed in the 1890s and made of traditional brick/block with roofing materials being pitched and tiled and the building is on lower ground levels, ground, first and second levels. The building is used as classrooms and has an internal staircase which is considered to be protected. The fire exits are via the front door or a door from the lower ground classroom leading directly onto the street.

**Fire Warden:** Facilities Manager (Donna Simon is the Back-Up)

### **Fire Marshals - SWEEPS AREA + CLOSE DOORS ON EXIT**

Fire Marshal	Area of responsibility
Donna / Lindsay	Art Room, Staff Room, Music Room, Intervention Room, Toilets, Reception Area, Meeting Room, Support Office and Science Room

**Member of staff responsible for daily fire exits check:** Caretaker

**Emergency pack Collection by:** Donna Simon / Lindsay Nicholson

**Alarm Sounder test:** Weekly  
**Person Responsible:** H&S Manager

**Fire Detection and Alarm Contractor:** Black and Gold Fire Safety

### **Evacuation Assembly Point:**

The assembly point for 16 New End is located by the benches on the opposite side of the road to the building.

### **Calling The Fire Brigade:**

Where it is confirmed that a fire has broken out, the Deputy Head will call the Emergency Services.

When connected to the Fire Service the exact address of the site of the fire should be clearly given.

i.e.: **16 New End, London, NW3 1JA**

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.

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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.

## Appendix E Fire Warden Evacuation Checklist

Has the fire brigade been notified: Yes / N/A

Has the loud inhaler been collected:

Have completed registers been received back for all applicable classes:

Class	Number of Children	Register Completed / Offsite / Any queries
-2 - Cygnets		
-1 - Swans		
0 - Barn Owls		
1 - Robins		
2 - Eagles		
3 - Hazel		
4 - Maple		
5 - Rowan		
6 - Juniper		
6 - Willow		

Have the applicable buildings been swept:

Building	Sweep Completed
16 New End (Donna / Lindsay)	
84 Heath Street: Reception, Main Hall, Yr6J, Heads Office & Toilet (Tania / Nadia)	
84 & 82 Heath Street: EYFS, Basement Toilets, Church Hall, Forest Room, PPA Area, Place2Be, Toilets, SEND & Zoe's office (Zoe / Jelena)	
84 Heath Street: Year 1, 2, 3, Pimpernel, Swans	

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toilets, Girls toilets, Library (Madeleine / Vlad)	
76 Heath Street: 6W, Year 4 & 5, Toilets, Staff Room and Toilets, Creative Hub, Staff Shower & Work Area (Stefano / Vlad)	
82 Heath Street: Shop (Alex / Jelena)	