

Fire Safety Policy

Table of Contents

1. Purpose and Aims	2
2. Preventative Measures	2
3. Protective Measures	3
4. Procedures in the Event of a Fire	3
5. Administrative Guidelines	4
6. Training.....	4
7. Monitoring and Review	5
8. Links With Other Policies and Documents	5
Appendix 1: Emergency Evacuation Plans	6

1. Purpose and Aims

In the event of a fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. If a fire is discovered, the alarm will be raised immediately. This should be the first action taken upon discovery of any fire, however small. All employees must take this action if they believe there is a fire, and no authority should be sought from any other person. Hampstead Hill School will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed. Please note that operating the fire alarm without genuine concern or belief of a fire will not be supported and any individual who falsely operates a fire alarm may be subject to our Staff Capabilities Procedures.

The fire brigade will be automatically summoned when the fire alarm sounds. However, a member of Senior Leadership or Senior Management will call the fire brigade as well as a precaution. Extinguishing action may be taken if it is safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued is included in Staff fire safety training. It is the responsibility of all Staff members to familiarise themselves with the types of extinguishing method best suitable depending on the type of fire. This information is labelled on the fire extinguishers and is also in the required Staff training.

Immediate evacuation of the building must take place as soon as the alarm sounds. All occupants, upon evacuation, should report to the pre-determined assembly points – Hampstead Green Pathway and Rosslyn Hill.

Staff should remain as calm as possible and help any children, parents, visitors and contractors on the premises to evacuate. Steps outlining our evacuation plan can be found in Appendix 1.

Where possible, and safe to do so, the named Fire Wardens – Sian Hoskins, Lora Binh, Jenni Magloire and Judy Loblack – will check all rooms and toilets to ensure no children or Staff remain in them or are trapped.

Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire procedures to a Fire Warden so HHS can investigate and take remedial action if necessary.

2. Preventative Measures

In order to control fire safety risks, HHS has developed safe systems of work. We are committed, as an organisation, to ensuring that these safe systems of work are effective in controlling our risks. Our policy, therefore, is to:

- Identify, in carrying out normal risk assessments, those activities that require a safe system of work
- Identify safe methods of work for these activities; where necessary, these will be written formal safe systems of work
- Implement these systems using the expertise of our employees involved in the work activities
- Monitor the workings of the safe systems through workplace inspections and reviewing accident/incident statistics derived from our accident reporting procedures
- Regularly practice fire alarm tests and fire evacuation procedures

Those responsible for the overarching health and safety of HHS are the Founding Principal, Andrea Taylor and Director, Lewis Taylor. However, they may delegate responsibilities where necessary to the Headteacher, Ross Montague and the Compliance/Health & Safety Officer, Shelby Clouthier.

We can only ensure the success of these safe systems with the full co-operation of all our employees.

The aims of the fire risk assessment are to:

- Identify any fire hazards
- Reduce the risk of those hazards causing harm to as low a level as reasonably practicable
- Decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building if a fire starts

The person responsible for carrying out risk assessments is Shelby Clouthier. However, our fire risk assessment is completed by an external company – Fire Guard Services; tel: 01582469000

The alarm system will be serviced on an annual basis. The engineers contracted to service the fire alarm are Fire Guard Services; tel: 01582469000.

The company contracted to service the fire extinguishers is Fire Guard Services; tel: 01582469000.

See the Fire Risk Assessment for more information.

3. Protective Measures

Hampstead Hill School will, in consultation with employees and their representatives:

- Ensure any deaf or hearing-impaired persons on the premises are aware of the activation of the fire alarm and that disabled persons are given assistance to evacuate the building
- Appoint persons to be responsible for specific procedures in the event of a fire, including:
 - The person responsible for summoning the fire brigade
 - Fire wardens
 - Those responsible for carrying out attendance checks or supervising evacuation assembly points
 - Incident controllers responsible for liaising with the fire brigade upon arrival
- Regularly stage fire evacuation drills
- Inspect the means of escape daily
- Test and inspect fire-fighting equipment and fire warning systems
- Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities

4. Procedures in the Event of a Fire

1. Activate the nearest and/or safest fire alarm upon discovery of any fire, however small.
2. Do not rely on automatic fire warning systems. Summon the fire brigade without delay.
3. Only attempt to distinguish a fire if it is safe to do so.
4. Evacuate the building as soon as the alarm sounds. Employees should be familiar with the procedure through our regular fire alarm tests. Do not wait to conclude meetings or telephone calls or to collect belongings.
5. Switch off any equipment which, if left unattended may itself constitute a fire hazard.
6. As you make your escape, close doors, particularly those designed as fire resisting doors.
7. Report to the pre-determined assembly points. Do not re-enter the building until the fire brigade officer declares it is safe to.
8. Fire wardens must check that each area of the building has been evacuated and report this to the nominated person at the designated evacuation assembly points.

9. The fire incident controller needs to liaise with the fire brigade on attendance and arrange such assistance from the practice as the fire brigade may require.

5. Administrative Guidelines

Full records of fire precautions are kept in the fire log. This information should be entered by the “responsible person” and should include:

- For fire drills: the times and dates of drills and the time between sounding the alarm and the last person leaving the building
- For fire alarm tests: the times and dates of tests
- For fire-fighting equipment, alarms and fittings such as emergency lighting: the times and dates of inspections, of replacements and of servicing
- For training: times and dates of training events, who attended and what was covered

The people responsible for ensuring that the logs are kept up to are Jenni Magloire and Sian Hoskins.

6. Training

All new Staff are encouraged to read the policy on fire safety as part of their induction process. All members of Staff should be aware of the procedures in case of a fire. Contractors, visitors and external Staff must be informed of the fire arrangements on arrival at the premises.

The person responsible for organising and co-ordinating fire training is Lora Binh.

All new and existing Staff should know:

- Who is responsible for ensuring the correct fire procedure is carried out
- Who the fire wardens are
- The location and usage of all fire extinguishers and where special extinguishers (e.g those suitable for use on electrical equipment) are located
- The location of “break glass” fire alarm points
- The emergency fire evacuation procedures
- How to use the practice communication systems to make announcements
- How to use the internal telephone systems to call for the fire brigade

In-house training opportunities for existing Staff are arranged so that all relevant Staff can complete a training every year. These fire safety trainings include instruction on fire prevention, on what to do in the event of a fire and on firefighting. All Staff employed in the practice should attend fire training, including part-time Staff. Additional training is available for fire safety wardens.

Fire drills will be held:

- Upper School Alarm Test – Thursday’s at 10:00 am
- Lower School Alarm Test – Wednesday’s at 10:00 am
- Lower School Evacuation – Termly
- Upper School Evacuation – Termly
- Whole School Evacuation – Annually



7. Monitoring and Review

The fire policy will be reviewed annually or after any fire-related incident or change in guidelines. All fire-related incidents, including false alarms and “near misses”, should be investigated thoroughly by the Health & Safety Officer and the fire risk assessment amended as necessary. Professional fire safety advice should be obtained for this review where required.

Changes arising from the results of any review should be communicated to Staff and all persons concerned.

8. Links With Other Policies and Documents

- Fire Risk Assessment
- Staff Capabilities Procedure
- Staff Disciplinary Procedure
- Health and Safety Policy

Last Review	January 2023
Next Review	January 2024
Name	 Ross Montague Headteacher  With guidance from Croner-i

Appendix 1: Emergency Evacuation Plans

Hampstead Hill School – Lower School Emergency Evacuation Plan

In the event of a real fire, fire drill or emergency evacuation

Dial 999 for Emergency Services

Location: Hampstead Hill School – Located next door to the Royal Free Hospital
St. Stephen's Hall
Pond Street
NW3 2PP
Telephone Number: 020 7435 6262

Contact Numbers to give Emergency Services:

07590 035025

07888 896811

We all have a responsibility to be aware and act upon smoke or fire. There are Fire Alarms located by the bottom doors in the Main Hall, near outside doors of Class 1 & 2 and in all outside classrooms. If in doubt, always sound the alarm.

It is more than likely that the Fire Brigade would enter the premises using the Main Gate on Pond Street as the water pipe for their hoses is located just outside the premises near our bin area. Therefore, everyone should avoid using the Main Gate as a means of exiting the site unless it is absolutely unavoidable.

In the event that a fire occurs in a location that makes it unsafe or impossible to follow the normal evacuation plan the Staff should evacuate their class via the nearest safe exit and then proceed to the fire congregation area outside the top of Hampstead Green Pathway. The alternative routes for exiting the site are either via the main gate onto Pond Street or via the meadow and through the gate at the bottom of the driveway onto the large, paved area at the bottom of Hampstead Green Pathway - proceeding as per the evacuation plan for the Reception Classes detailed below.

When the alarm is raised:

Exit your classroom quickly and calmly follow the evacuation plan. Bring your register and class folder/clipboard but leave your personal belongings behind. Close windows and doors if there is time.

The West gate (*on the top corner between Pond Street and Rosslyn Hill*) at the top of St Stephen's will be opened by the first person who gets there. There is a key in the safe box to the left-hand side of the gate.

Assembly points

ALL Early Years (Classes 1/2/3/4) and anyone in the **IT Room, Admissions office** and the **kitchen Staff** should exit the building via the garden doors in Class 2. Classes 1,2,3 and 4, make their way up

the path alongside St. Stephen's to the West gate and congregate at the assembly point (Hampstead Green Pathway) in class groups.

ALL Pre-Reception Classes (Yellow/Orange/Green/Purple) should leave their classrooms and make their way up the path alongside St. Stephen's to the West gate and congregate at the assembly point (Hampstead Green Pathway) in class groups.

ALL Reception Classes, (*Violet/Red/White/Blue*), and **Reading Teachers** should exit the building via the double doors at the bottom of the main hall and go through the security gate and into the 'meadow'. From there each class should exit the meadow via the gate at the bottom of the driveway and turn right onto the large, paved area at the bottom of the Hampstead Green Pathway where they should congregate in class groups. Once **ALL** four Reception Classes are congregated in this area and all children and Staff are accounted for, they should proceed up Hampstead Green Pathway.

ANY visitors on the premises should use the most viable emergency exit, all clearly marked, and make their way up to Hampstead Green Pathway and once there, make themselves known to the Fire Marshalls.

Depending on the severity of the situation and whether we need to re-locate the children for a longer period of time – our temporary re-location site is the Royal Free Recreation Club in Fleet Road.

Fire Wardens



Lora Binh



Sian Hoskins

Lora's Duties:

Check that all the Reception Year classrooms and the toilet block in the main hall are empty and then leave via the doors at the bottom of the main hall.

Open the barrier and lock it open (with key) and then check and assist with the evacuation of all the outside rooms.

Sian's Duties:

Check that Classes 1, 2, IT Office and Class 2 toilets are empty, exit via the Class 2 garden door. Assist with checking that Staff and children are all accounted for at the assembly point.

Kitchen Staff: The gas **MUST** be turned off at the stop point outside the kitchen, the window and the door **MUST** be closed. Exit via Class 2, proceed to the assembly point and join the Early Years classes - assist them as needed.

Reading Teachers:

All Reading Teachers should take any children back to their classrooms. The Reading Teachers who read with Reception Year should join Reception Year to exit via the double doors at the bottom of the main hall and go through the security gate, across the car park and into the 'meadow', then exit the meadow via the gate at the bottom of the driveway. The Reading Teachers who read with the Pre-Reception Year should assist in evacuating Early Years Classes.

All classes should check their children and then raise a hand to indicate that their whole class is out and safe.

Lora will check all Staff have evacuated the building. All Fire Wardens can cover each other if needed.

[Last Updated: November 2022](#)

Hampstead Hill School – Upper School Emergency Evacuation Plan

In the event of a real fire, fire drill or emergency evacuation

Dial 999 for Emergency Services

Location: Hampstead Hill School – Located next door to the Royal Free Hospital
St. Stephen's Hall
Pond Street
NW3 2PP
Telephone Number: 020 7435 6262

Contact Numbers to give Emergency Services:

07590 035025
07888 896811

We all have a responsibility to be aware and act upon smoke or fire. Fire alarms are located in the following areas:

Lower Level – by Crypt Door and next to Chris and Anne's Fire Escape Doors.

Upper Level – opposite Library at Top of Staircase and by North Inner Door, South Inner Door and West Door.

When the alarm is raised

In the event of Fire, the Fire Brigade will probably enter the premises through the main gates, as the water pipe for their hoses is located just outside the premises near the Buggy Park. Therefore, avoid exiting through these gates unless absolutely necessary.

Exit the building quickly and calmly.

Bring your Blue Folders containing class and contact lists and Red bags with you.

Assembly Points:

All classes should exit the building quickly and calmly using the best possible exit. Classes should make their way to Rosslyn Hill, lining up along the fence barrier in class groups past the taxi rank. A plan of the building showing each class allocated exit and alternative routes is displayed in every classroom.

Aria and Laura's classes should exit through Chris's fire escape, walking to and exiting through the South Gate onto Rosslyn Hill.

Stella and Olivia's classes should exit through Anne's fire escape, walking to and exiting through the West Gate onto Rosslyn Hill.

Rosie and Hans' classes should exit through the Crypt door walking to and exiting through the West Gate onto Rosslyn Hill.

Visitors should use the most viable exit – all clearly marked – and make their way to Rosslyn Hill. Staff should close windows and shut doors.

If children are in the Art studio or St Stephen's Upper Hall they should be evacuated through the nearest fire exit by the TA's who are with them.

Teachers will meet them at the assembly point with their class registers.

Fire Wardens



Jenni Magloire



Judy Loblack

Judy's Duties:

Judy should check the accessible toilet and help evacuate upstairs including gallery and library making sure that everyone has vacated the Upper Level.

Ross/Jenni's Duties: (if absence Judy will cover)

Ross/Jenni to make sure the building is clear after everyone has exited the building and to check the toilets and classrooms in the Lower Level.

Dee/Francesco's Duties:

It is Dee/Francesco's responsibility to make the kitchen safe, switch everything off and make sure the kitchen door is shut.

It is the responsibility of Teaching Assistants and Support Staff to evacuate with any children they are working with and return the child to their class teacher when they are at the assembly point or to evacuate with the class they are working with at the time of the alarm.

They should then check that all Staff and Children are accounted for and report back to Ross/Jenni.

If Alarms Should Sound During Playtime: It is the responsibility of the Staff on Duty in the Playground and the main hall to evacuate children through the West Gate, checking everyone has vacated the area and that all children are accounted for.

When we all reach Rosslyn Hill, classes should slightly separate from one another and stay quiet and still in order to make the checking process easier. Once your class is safely evacuated, the Teacher should raise their hand to Ross/Jenni to show that all children in their class are accounted for.

Fire Warden to check all Staff members are accounted for.

Last Updated: November 2022

Emergency Exit Routes - Hampstead Hill School

Rosslyn Hill

