



Fire Safety Policy

The contents of this policy apply to all of Hampstead Hill School, including St Stephen’s Hall, Pond Street and All Hallows Hall, Courthope Road.

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

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 pupils, parents, visitors and contractors on the premises to evacuate.

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 pupils 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, Anne Napier 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




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.

7. Links With Other Policies and Documents

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

Last Review	January 2024
Next Review	January 2025
Name	 Anne Napier Headteacher

Hampstead Hill School



Respect. Kindness. Community. Curiosity. Conservation.