

Fire Action and Emergency Plan

HEATHCOTE SCHOOL & SCIENCE COLLEGE



Approved by:

Governors

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Introduction

Our number one priority is to keep everyone safe. This document and its appendices sets out all important aspects for keeping all site users safe in an emergency situation. The Headteacher and School Governors are responsible for the execution of this policy and the LA oversee Health and Safety in all maintained schools. Fire Safety Checks are part of the annual Premises Audit.

Fire Safety Statement

The school aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks. Kier, the PFI company, responsible for management of the main building play the main role in overseeing fire safety in the main building. Various aspects of the management and the evacuation of the school building and safety of all stakeholders in the event of a drill or actual incident is the responsibility of designated school staff. Please see fire management responsibilities and the organisation chart for details.

Fire Management System

There is a clear fire action system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management of the school identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing level provided is specifically appropriate to the fire safety requirements of a secondary school. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Aims

Evacuate buildings in less than 4 minutes

All areas checked by fire marshals to ensure building is clear

Account for all site users in less than 7 minutes •

All members of staff are competent and confident to undertake their role. •

All pupils, staff and visitors are confident of what to do when the emergency alarm sounds – whenever it sounds – normal lessons, breaktime, lunchtime, extra-curricular clubs, before registration in a morning.

- Evacuate in way that is calm, purposeful and above all not alarming for pupils, especially those with SEND•

Ensure all necessary procedures are in place to support the evacuation of users with additional needs, so they:

- o Leave the building efficiently and effectively
- o Are confident with their personal evacuation plan and that they are capable of following it

Quality Assurance and Audit

The most recent external fire risk assessment was in 2015 and the LBWF should undertake this every 3 years for the 2 school owned buildings. The School; Business Director is following this up. An annual premises audit will consider all Health and Safety, including fire and provide some feedback.

In the main PFI building, Kier undertake a contracted fire risk assessment annually. This report is sent to the Headteacher and School Business Manager and will be discussed in the b-weekly meeting.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

The Head Teacher is responsible for ensuring that all control measures identified in any fire risk assessment or audit are in place, or put in place by Kier, and that further improvement actions are completed so far as is reasonably practicable. The Head Teacher will assign an appropriate member of her team the responsibility to complete each improvement action that relate to the school buildings or environment.

Kier complete fire management tasks for the main buildings as part of the overall PFI contract. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers. The School Site Manager, under the direction of the School Business Manager, are responsible for the remaining buildings and systems in the school.

When a fire evacuation takes place as a result of an incident in one building, all buildings will be evacuated. This is to ensure that the designated roles can be carried out – we will review this annually.

Fire Marshalls have been designated and are suitably trained (currently provided by High Speed training) in their fire evacuation duties. Fire drills are completed at least once every term. All staff receive fire safety awareness training annually as part of the Health and Safety training. Staff can also access further training through the National College of Education. Records are kept by site staff and also the School Business Director who will assess any areas for improvement and feed these back to SLT and other stakeholders as appropriate.

Assembly points are published in Appendix 2A and teachers and pupils need to walk carefully and slowly to the exit via the nearest staircase. During Covid, an alternative evacuation and assembly point process is in place. This is updated as necessary when changes are made and shared with staff and pupils, along with a walk through at the start of each half-term as necessary. The latest plan is shown in Appendix 2B, along with the plan of allocation of classes and base rooms.

After advice from the LBWF Health and Safety, staff registers will not be taken as all staff are aware of the responsibility to leave the building. The exceptions to this will be ensuring that these groups are checked and verified due to additional needs:

- All deaf staff
- Any staff with a disability and individual risk assessment
- Visitors who may not be familiar with the site even with guidance when they arrive

We continue to take pupil registers for safeguarding reasons, but will review this annually.

On discovering an issue that would require an evacuation any building user is encouraged to activate the fire alarm by smashing the glass on the nearest fire activation point. The alarm sound is a continuous bell. In the event there was no need to activate the fire alarm a review will be undertaken to establish whether there were reasonable grounds for its activation i.e. saw smoke, smelt gas. In cases where the alarm has been set off mistakenly but reasonably fully supported as it will be considered in the best interests of the school. However, where a pupil has recklessly or unreasonably set the fire alarm off, then this will lead to sanctions as per the Behaviour Policy.

Fire Management Responsibilities

The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

Headteacher

The Head Teacher, supported by the Scholl Business Director, is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required or that Kier undertake these duties. Such powers are supported by the necessary, sufficient and appropriate resources, including funds. This first section applies to full evacuation of the school during the statutory school day:

The Head Teacher is responsible for ensuring:

- The school has a **Fire Action and Emergency Plan** and that such a policy is reviewed annually
- That a Fire Risk Assessment is completed at appropriate timescales by Kier and the LBWF
- Staff are notified of the significant findings of the fire risk assessment
- Recommended actions derived from the fire risk assessment are completed
- The maintenance / testing of all firefighting systems and equipment are completed and recorded in the fire log book and are the responsibility of Kier and the School Site Manager
- The provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting are the responsibility of Kier and the school site team
- The school has a Critical Incident Plan
- All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
- The provision of fire awareness training to all staff

- The provision of fire marshal training for designated staff
- That an emergency fire drill is undertaken every term
- The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability
- That the Senior Fire Marshall is equipped to complete their role and makes the final decision about re-entry to the building
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service and after report from Senior Fire Marshall
- The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment are the responsibility of Kier and the School Site Manager
- Any fire prevention officer's recommendations and or enforcement notices are complied with.

Senior Fire Marshal – First Deputy Head or Second in case of absence

Senior Fire Marshal is responsible for:

- Ensuring all site users are accounted for
- Being the point of contact for Fire Marshalls
- Controlling the assembly points
- During a drill or actual fire, noting escape times and general observations for improvement (see Appendix)
- A debrief meeting is held between the Senior Fire Marshal, Head teacher and School Business Director after each event.

Kier and the School Site Team

Kier and the School Site Manager are responsible for controlling work, maintaining safety systems and maintenance. Work control system have been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

Kier and the School Site Manager are responsible for:

- The formal maintenance and regular testing of the fire alarms
- The formal maintenance and regular testing of the emergency lighting
- The formal maintenance and organising of testing for the automatic detection system
- The maintenance and inspection of the firefighting equipment
- The maintenance of exit/escape routes and signage
- The completion and upkeep of the school fire log
- Supervision of contractors undertaking hot work and cold work
- Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
- Reporting any hazards (which cannot be dealt with) to the Head Teacher
- Ensuring that access can be gained at all times to the electric and gas shut off devices
- Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime
- Ensuring that electrical equipment is suitably maintained and that fixed electrical

wiring is inspected at least every five years in line with the schools planned preventative maintenance regime

- Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers
- Calling the fire and rescue service to ensure that they have been notified of the alarm.

Receptionist - Office Assistant in case of absence

The Receptionist is responsible for:

- Ensuring that class registers are always available and are taken to the assembly point in the event of an evacuation
- Ensuring that Inventory staff list is always available and is taken to the assembly point in the event of an evacuation
- Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures
- Where appropriate, escorting visitors and contractors from the building

School Business Director – HR Manager in case of absence

- Ensuring all site adult users (staff and visitors) are accounted for and reporting to Senior Fire Marshall – see previous notes

Heads of Year – relevant Line Manager in case of absence

- Ensuring all site adult users are accounted for and reporting to Senior Fire marshall
- Allocate other staff to take form registers in case of absence – liaise with Senior Fire Marshall if needs support

Teachers

Teachers are responsible for:

- Ensuring the class are walked safely and efficiently to the assembly point following the designated route or other safe passage
- Ensuring that their particular classrooms are kept free of hazards which may block escape routes
- Ensuring that all electrical equipment used within the classroom have been suitably maintained
- Reporting any hazards (which cannot be dealt with) to the School Business Director
- Controlling their tutor group at the assembly point, ensuring that no pupil re-enters the building until the senior fire marshal announces that the school is safe
- If required, being aware and trained in any Critical Incident Planning which may require escorting the class away from the premises to a safe site
- Taking part in any fire safety training provided by the school.

Fire Marshals

The Fire Marshals are responsible for:

- Completing appropriate training
- Ensuring that their designated areas are clear before leaving the building
- Closing all fire doors (not on automatic closers) before leaving their area
- Taking an active day to day role in fire prevention and hazard spotting
- Reporting fire safety issues such as missing fire extinguishers
- Ensuring that fire escape routes/stairs and fire exits are not blocked

- Reporting any hazards (which cannot be dealt with) to the School Business Director
- Reporting to the Senior Fire Marshal at the assembly point to notify them of the occupancy status of their area
- Assisting the Senior Fire Marshal in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

The current list of fire marshals is as follows and their areas are shown on the map in **Appendix 3**. In case of absence (shared daily with staff and also as part of the Staff Bulletin), staff allocated to floors should work together to complete any gaps.

Map Allocation	Name	Role
A	Sonia Close	Senior Fire Marshal
B	Ben Abbott	Senior Fire Marshal
Main Building – Ground Floor		
C	Ben Eva	Fire Marshall
D	Emma Austin	Fire Marshall
E	Josh French	Fire Marshall
F	Andy Dolan	Fire Marshall
G	Rahana Hussain	Fire Marshall
H	Sam Sinclair	Fire Marshall
Main Building – First Floor		

I	Chris McLean	Fire Marshall
J	Cath Whichelow	Fire Marshall
K	Nick Tilbury	Fire Marshall
L	Miriam Argyrakis	Fire Marshall
M	Julie Vazquez	Fire Marshall
Main Building – Second Floor		
N	Dena Kee Rose	Fire Marshall
O	Sita Bashal	Fire Marshall
P	Victoria Armit	Fire Marshall
Q	Julia Gardiner	Fire Marshall
R	Nicolette Colville Paris	Fire Marshall
Humanities Building/AP		
S	Francine Haslam	Fire Marshall
T	Nikaela Morrison	Fire Marshall
U	Keeley Blackwood	Fire Marshall
V	Adam Quirke	Fire Marshall

W	Amina Ali	Fire Marshall
Sixth Form		
X	Helen Baker	Fire Marshall
Y	Jo Wright	Fire Marshall
Z	Trudi Coltelli	Fire Marshall
AA	Lee Greaves	Fire Marshall
BB	Laura Tobia	Fire Marshall
CC	Rebecca Lewis	Fire Marshall

Fire Evacuation outside the Statutory School Day

The priority in this case is for the building to be evacuated. Any fire marshals in school should undertake their duties but this is supplemented by SLT who are most likely to be on site. Radios should be used to clarify each person's immediate roles and responsibilities. A member of SLT will resume responsibility of Senior Fire Marshall and report to the Head by phone if she is not present on site.

Allocated Areas

Sonia Close	Ground Floor
Emma Hillman	Ground Floor

Neil Hutchins	Ground Floor
Julie Vazquez	First Floor
Miriam Argyrakis	First Floor
Ben Abbott	Second Floor
Julia Gardiner	Second Floor
Ross Gallacher	All areas
Adam Quirke	All areas
Laura Tobia	All areas
Rebecca Lewis	All areas

SEN Staff

A small number of pupils have Individual Evacuation Plans and these are currently stored in the N Drive. The SENDCO and the School Business Director is responsible for ensuring these are executed and reviewed regularly and at appropriate junctures, staff are aware of their responsibilities.

Lettings

All hirers and contracted users of the premises will receive written details of the fire procedure as part of the lettings arrangements. Hirers of the building are required to adhere

to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

APPENDIX 1

Heathcote School and Science College

Emergency Evacuation Procedures

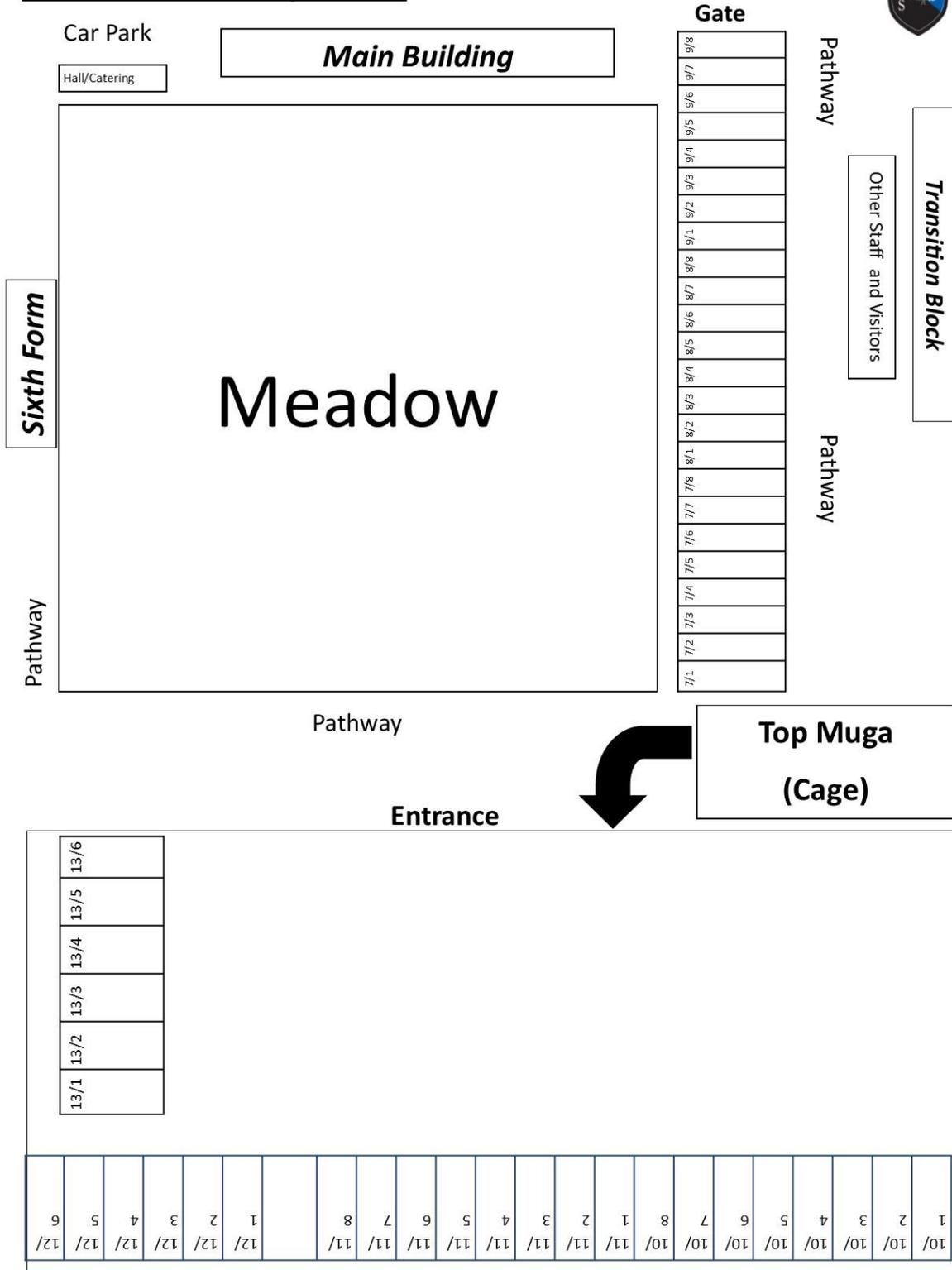
For the evacuation of the building in case of emergency;

All staff and pupils must follow the procedures posted in every room

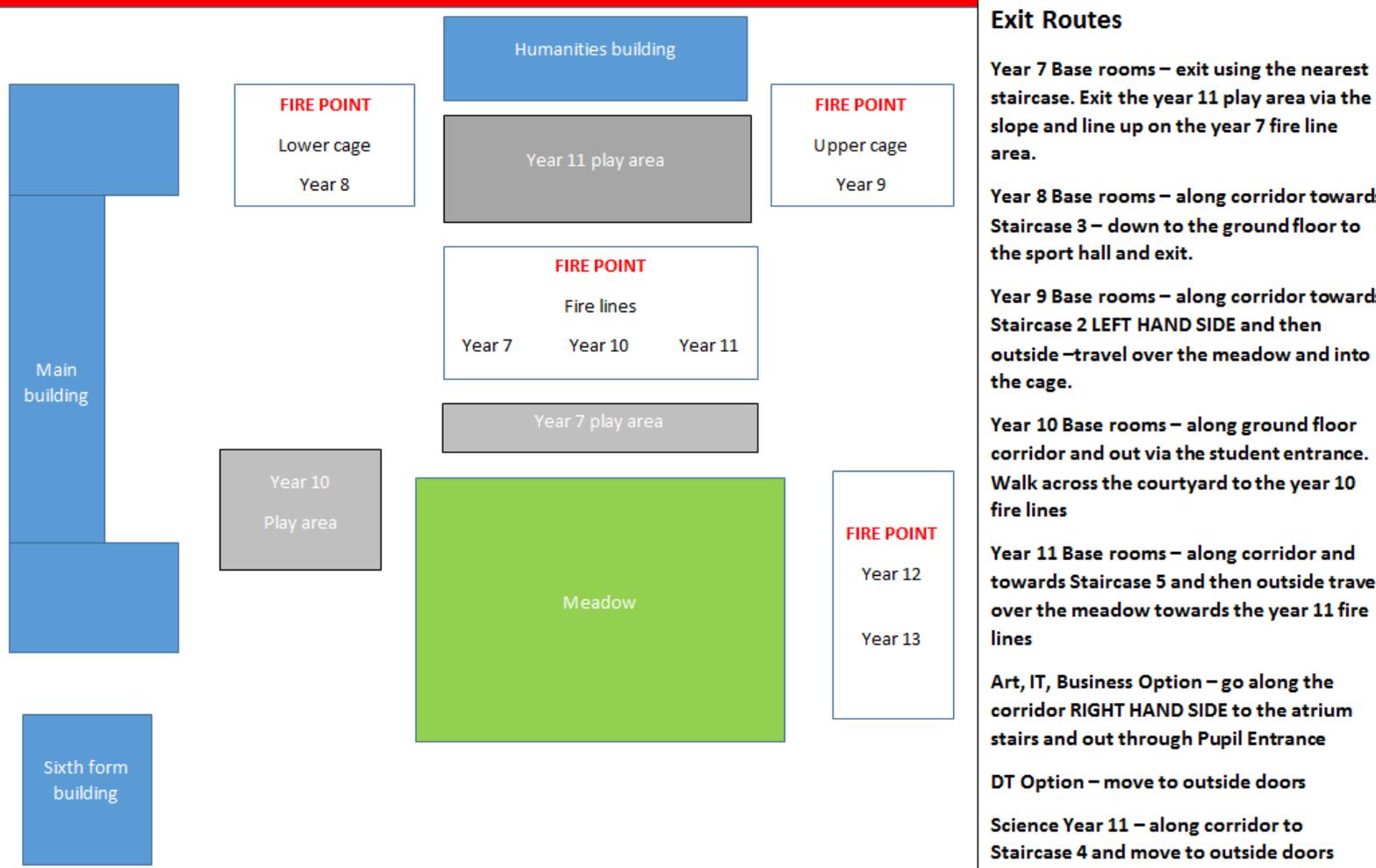
- **If you discover a fire:** Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located on every floor and can be activated by lifting the protective outer casing and pressing hard against the glass. There are fire extinguishers in key points. You should only tackle a fire if you feel there is no risk to yourself or others.
- **On hearing the alarm:** Evacuate the area immediately in a calm and orderly manner using the nearest available fire exit. Fire exit signs are posted on all fire exits. Please follow the fire exit signs. Do not stop to pick up any personal possessions. Do not stop to shut windows, the last person out of the room should ensure that the door is closed. If a teacher/adult is with pupils, they should ensure that **all** pupils have left the room safely and are quickly escorted to the Assembly Point in the school playground. No running is allowed. On staircases everyone should descend in single file. **Do not re-enter the building.** Designated Fire Marshals (staff wearing fluorescent jackets) will be checking the building is empty.
- **Assembly Point for statutory school hours:** All pupils will line up in forms, tutors will take the registers and the School Business Director will check key staff groups and report to the Senior Fire Marshal that everyone is accounted for.
- **Assembly Point for out of school hours –** All pupils will line up on their form line, unless further instructions are given in situ.
- No one is to re-enter the building until the Headteacher has given the all clear after liaison with the Headteacher.

APPENDIX 2 A

Fire Assembly Plan



FIRE POINTS – From September 2020 – Temporary Covid Arrangements



Exit Routes

Year 7 Base rooms – exit using the nearest staircase. Exit the year 11 play area via the slope and line up on the year 7 fire line area.

Year 8 Base rooms – along corridor towards Staircase 3 – down to the ground floor to the sport hall and exit.

Year 9 Base rooms – along corridor towards Staircase 2 LEFT HAND SIDE and then outside –travel over the meadow and into the cage.

Year 10 Base rooms – along ground floor corridor and out via the student entrance. Walk across the courtyard to the year 10 fire lines

Year 11 Base rooms – along corridor and towards Staircase 5 and then outside travel over the meadow towards the year 11 fire lines

Art, IT, Business Option – go along the corridor RIGHT HAND SIDE to the atrium stairs and out through Pupil Entrance

DT Option – move to outside doors

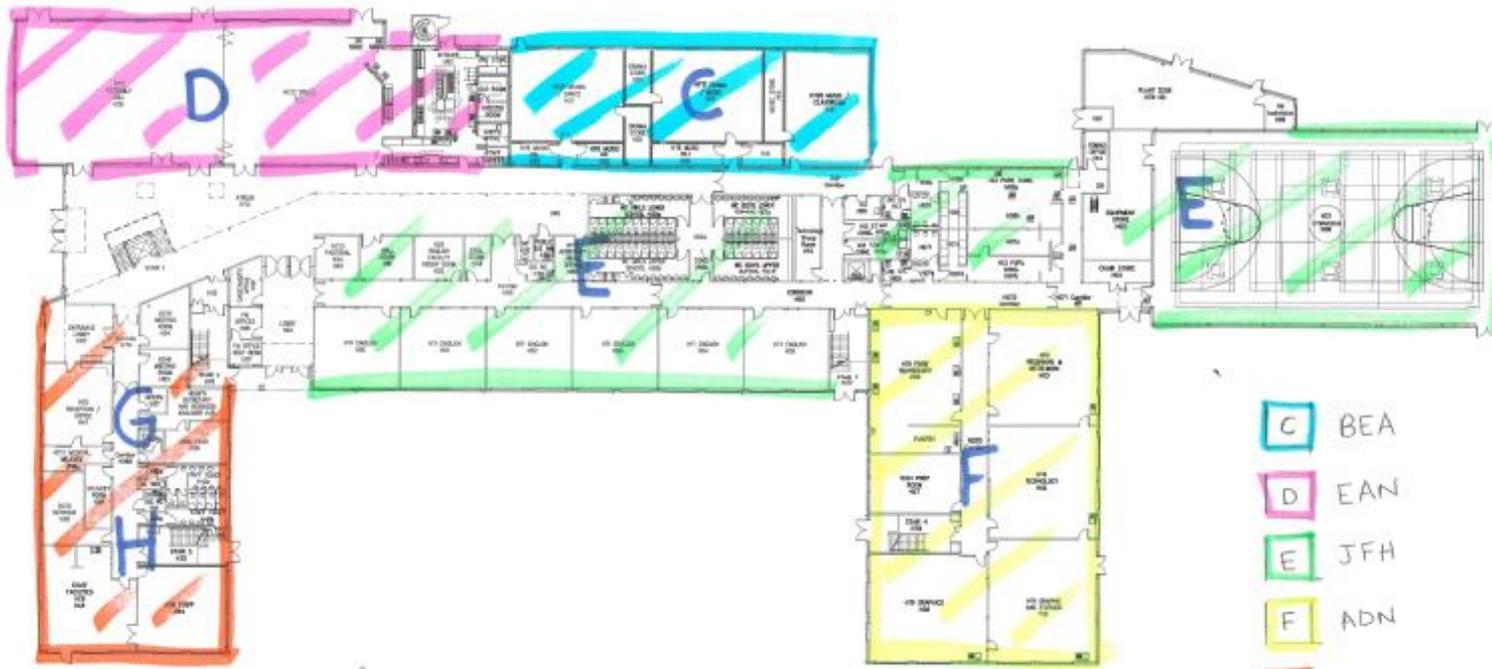
Science Year 11 – along corridor to Staircase 4 and move to outside doors

APPENDIX 3

Main Building - GROUND FLOOR

Main Ground

AP ACCESS PANEL



- C BEA
- D EAN
- E JFH
- F ADN
- G RHN
- H SSR

AS BUILT

BY: ARCHITECT'S RECORDS		DATE: 01/01/2011
DRAWN: J. BROWN		SCALE: 1:100
Lincro Borough of Mathias Estate - PE Schools Academy Scheme Heathwaite School		
Title: Ground Floor Plan		
Project No:	Date:	1:100 @ A1
Scale:	No:	01
Title:	Date:	As Built

Main Building - FIRST FLOOR



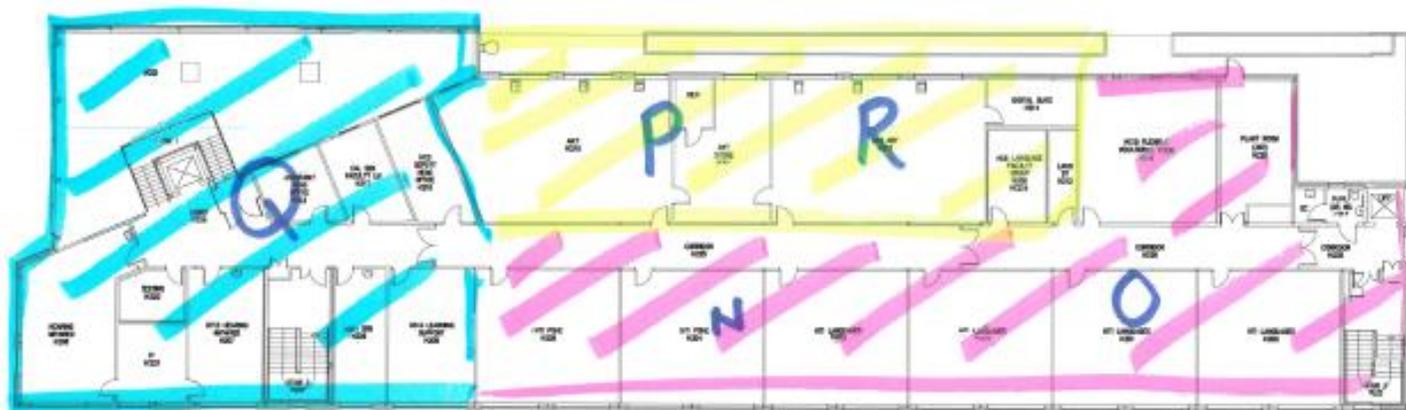
- I CMN
- J KWN
- K NTY
- L MAS
- M JVZ

AS BUILT

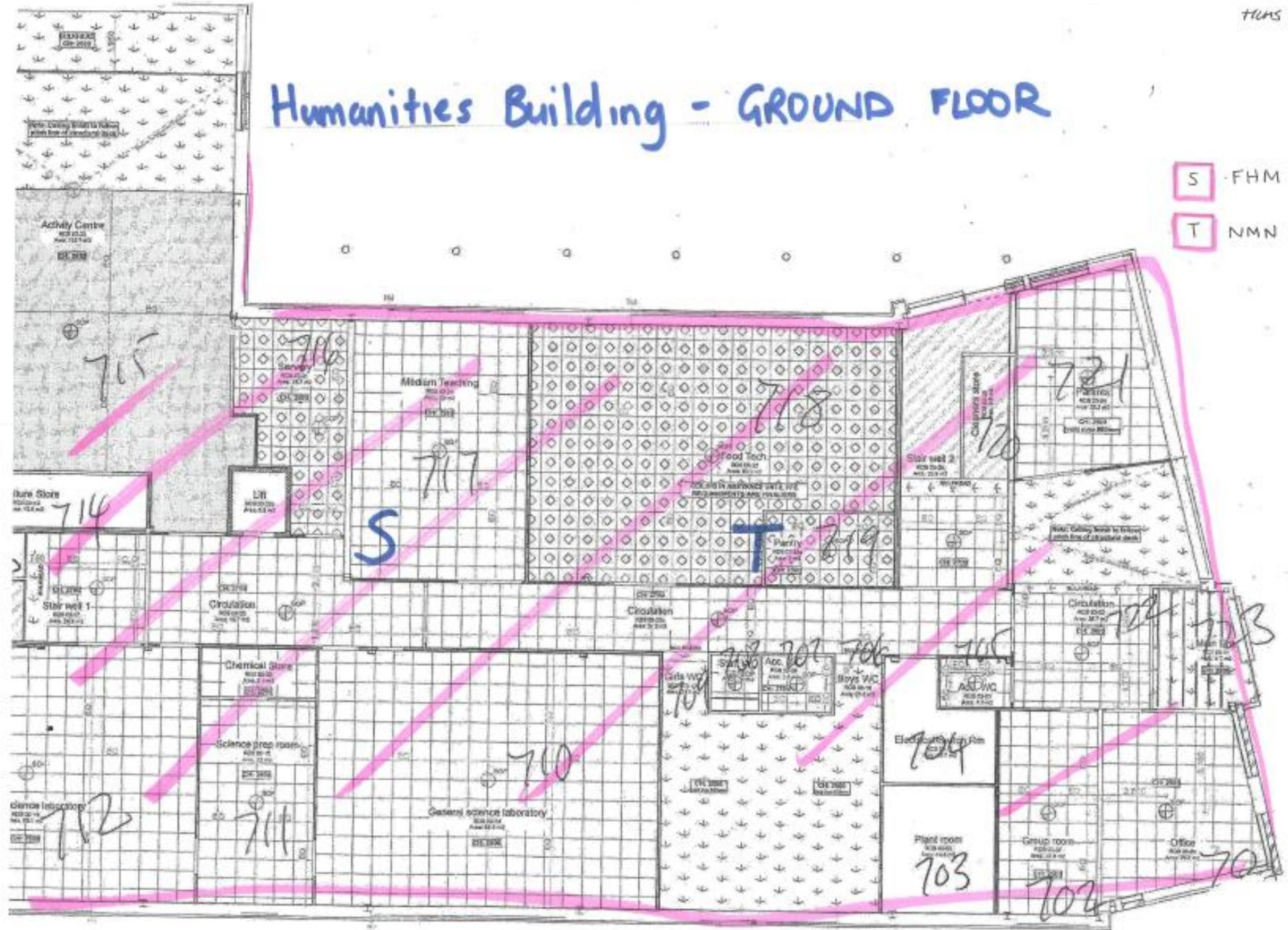
DATE	APPROVED BY	DATE	BY
London Borough of Merton - M1 Schools Academy Services			
Heathrow School			
First Floor Plan			
PROJECT NO.	DATE	SCALE	BY
		1:200 @ A1	
HEALTH - 01	01	As Built	

Main Building - SECOND FLOOR

- N DKE
- O SBL
- P VAT
- Q JGR
- R NCS



Humanities Building - GROUND FLOOR



- S FHM
- T NMN

S

T

715

714

712

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717

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710

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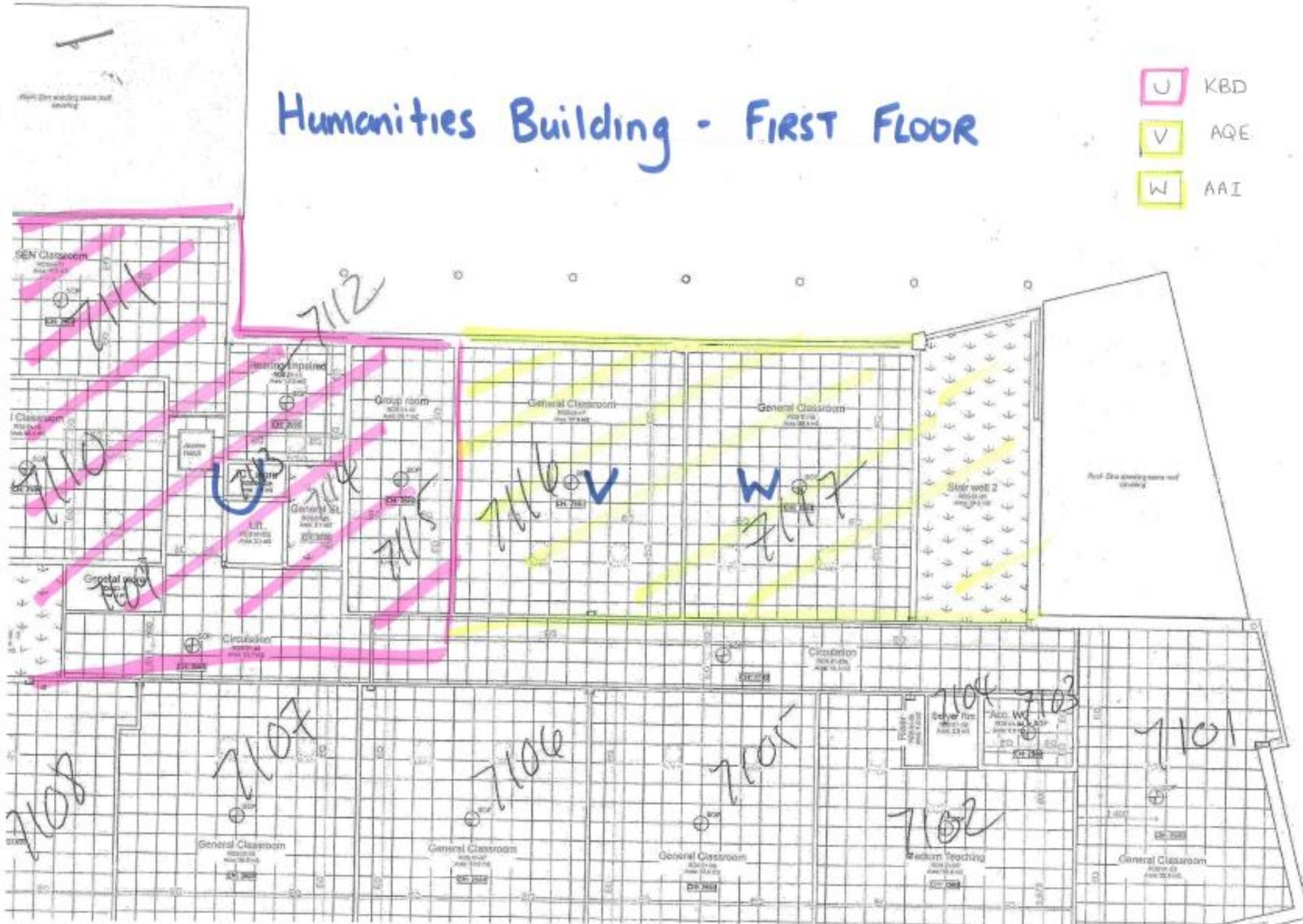
715

702

701

Humanities Building - FIRST FLOOR

- U KBD
- V AQE
- W AAI



Heathcote School and Science College



Sixth Form Building

