



# Fire Risk Procedures, Arrangements & Evacuation Plan (Whole school including EYFS)

**This policy, process and procedures are based on HM Government Fire Safety Risk Assessment for Educational Premises. It is to be understood and carried out in the event of a fire evacuation by the whole school community, including visitors and contractors**

## 1. WARNING PEOPLE OF THE PRESENCE OF A FIRE

- Automatic fire alarm systems are activated in the school environment by fire call points/smoke and heat detectors.
- A continuous alarm is sounded by a bell system.
- A vibrating alert is available on request from the Fire Officer for visually and audibly impaired visitors.
- In the event of an alarm failing, word of mouth (i.e. Shouting FIRE, FIRE, FIRE) messaging will be used.
- The Junior School alarm is connected to the Senior panel. An activation in the Junior School will show on the Senior School panel but will not sound in the Senior School and only Junior pupils, staff and visitors will evacuate
- The Sixth Form Centre alarm is also connected to the main Senior School panel. In the event of activation in any of the Senior/Sixth Form buildings, the alarm will sound in all and all personnel in any of the Senior buildings will evacuate. This may include Junior staff/pupils who are attending lessons i.e. Music or lunch.

## 2. HOW THE FIRE & RESCUE SERVICE & ANY OTHER NECESSARY SERVICES WILL BE CONTACTED

Out of hours the fire and rescue service will be alerted of an emergency by ABCA (Fire alarm contractors), the School's alarm monitoring service. During normal school hours, the school fire panel will be set on **isolation**. On activation of the fire alarm in the Senior School the Fire Officer and Premises Manager will confirm the location of the fire and the Fire Officer will inform fire service. In the Junior School, the Reception staff will call the fire service on hearing the alarm. Emergency analogue phones are available in Senior and Junior Receptions should the main phone system be inoperable.

The following notice must be displayed adjacent to the telephones in each Reception:

*"To call the fire brigade*

1. *Dial (9) 999*
2. *Give the operator the school telephone number 020 8799 8400 and ask for 'Fire'*
3. *When the Fire Service Operator replies say distinctly 'Fire at Notting Hill & Ealing High School.' (and give the address of site premises, e.g. Main Senior School building, Cleveland Road, W13 8AX or Junior School, 26 St Stephens Road, W13 8HH*

*Do not replace the receiver until the address has been repeated correctly by the Fire Service Operator.*



### 3. WHO WILL BE RESPONSIBLE FOR ENSURING THAT THE EMERGENCY SERVICES ARE CONTACTED

It is the responsibility of:

- **Senior School – Facilities Manager or in her absence the DFO**
- **Junior School - Secretary/Administrator**

to ensure that the Fire Brigade is called by dialing 999 immediately the fire alarm is sounded and fire confirmed.

If the fire alarm is sounded outside of normal working hours then ABCA, the School's alarm monitoring service will have initialised the first call with the emergency services via the alarm notification on the EMS radio controlled system, and the keyholder(s) called. The Premises Manager is the first keyholder with the senior caretaker and caretaker being second and third keyholders when the Premises Manager is off site.

### 4. WHAT STAFF OR PUPILS SHOULD DO IF THEY DISCOVER A FIRE

Any person finding a fire shall:

- Immediately raise the alarm by breaking the nearest emergency break-glass point. Verbally raise the alarm if the alarm does not immediately activate.
- Any person should begin evacuation of the building and ensure other adults are alerted immediately where possible
- As soon as possible (after evacuating any pupils/persons in your charge) report the location of the fire, if known, to the Receptionist/Administrator.
- In the Senior School, the Fire Officer and/or Director of Operations will check the fire panel if possible to identify the location of activation and will then wait for the fire service at the front of the school together with the caretakers.
- In the Junior School, two staff members will open the driveway gates and wait there for the fire service.
- If trained and if possible to do so without taking personal risks, tackle a small fire with the appliances provided. If you have not been trained do NOT attempt to tackle the fire.
- Go to the assembly area, refer to section 5 below
- If there is time and it is safe to do so, gas and electrical appliances should be switched off and practical work that is in progress at the time of the alarm being initiated made safe as staff evacuate the buildings.

**On hearing the evacuation signal (a piercing continuous bell)** All staff, pupils, visitors and contractors should leave the building quickly and calmly by the nearest available escape route, wherever possible assisting in evacuating pupils and visitors.

#### **DO NOT STOP TO COLLECT PERSONAL BELONGINGS. DO NOT USE LIFTS**

**NB** - The fire alarm is normally serviced out of normal school hours or during the holidays and tested in the Senior School at 7.00am on a Friday and around 7.00am in the Junior School. Consequently if you hear the alarm outside of these times take immediate action - it's either a drill or the real thing!



## 5. ACTION IN THE EVENT OF A FIRE / ACTIVATION OF THE FIRE ALARM

The main priority is for everyone to get out and stay out until the Head or Deputy on the advice of the Fire & Rescue Services Officer authorise the return to classrooms/offices. Staff must ensure that those in their care get out quickly, quietly and in an orderly fashion, using the nearest available exit.

### On hearing the alarm

#### A. SENIOR SCHOOL:

- **The Facilities Manager or in her absence Director of Finance & Operations** will check the Senior fire panel and identifies the location of the detector / call point which triggered the alarm. Directs the caretaker to the location of potential fire via radio. On confirmation of a fire, dials 999 asking for Fire Brigade using the Reception phone or a mobile. Waits at the front of the school to meet the Fire & Rescue services and directs them to the fire.
- **Premises Manager or in his absence Senior Caretaker** will be directed to location of the potential fire by the Facilities Manager / DFO. He will confirm whether there is a fire or a false alarm. In the event of a fire he will then sweep and clear the local area (if safe to do so) before evacuating and waiting for Fire Brigade.
- **Receptionists** will
  - Open west gates
  - Collect the Registers, Visitors book, Absence List, Fire Box, Late signing in Books, Staff signing in list and take them to the Assembly point
- **Finance Officer (if absent deputy is the second Receptionist/TRO)** will assist and also collect the Walkie talkie.
- **Sixth Form Centre Receptionist** will collect the signing in lists and Registers for that building and take them to the Assembly point.
- **IT staff** will wait at the front of the Main building by the gates to ensure that no person enters the school until clearance has been given.
- **Teachers, Support staff, Visitors and Contractors** should close any open windows in the classroom if it is reasonable to do so, close the classroom door as they leave the room, check the toilets for any 'stray' pupils and leave by the nearest exit, leading their class if relevant to the Assembly point. Once at the Assembly point the girls line up in forms and Form Tutors check the girls against their register.
- **Visitors** should follow instructions of member of staff they are with, or if alone, follow instructions on reverse of visitors badge (NB they will have been advised of assembly point when they signed in)
- **Contractors A** - Where the drill/real fire is as a result of school activity, contractors should retrieve their company's signing in book, raise the alarm with any labourers /sub contractors and evacuate to the assembly point.

**Contractors B** - Where the drill/real fire is as a result of contractor activity, the contractors



should retrieve their company's signing in book, raise the alarm immediately with the school, labourers /sub contractors and evacuate to the assembly point.

- **Invigilators** should follow the same procedures as detailed above for Teachers however evacuate the examination room in line with the instructions given by the appropriate authority:
  - Ensure that all question papers and scripts are left in the examination room
  - Ensure that the candidates are supervised as closely as possible whilst they are out of the examination room and make sure that there is no discussion about the examination
  - Make a note of the time of the interruption and how long it lasted
  - Allow the candidates the full working time set for the examination
  - If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
  - Make a full report of the incident and of the action taken and send it to the awarding body within 7 days of the incident, not to the examiner.
- **Head (or Teacher in Charge)** should:
  - Establish who raised the alarm and identify the location of the fire, liaising with the Director of Operations and the Fire Officer
  - Ensure any visitors/contractors and all members of staff have evacuated the building (using the Visitors book and Staff Signing In/Out Register)
  - Receive reports from class teachers after registration, and if necessary organise a search with the Fire & Rescue Services for any missing pupils/members of staff/visitors.

## B. JUNIOR SCHOOL:

- **Junior School Secretary (if absent deputy is Admin Assistant)** will
  - Ring the fire brigade 999
  - Collect the Visitors book, Absence List, Late signing in Books and take them to the Assembly point
- **Junior School Teaching Assistants** should open the Junior driveway gates and await the fire service
- **Class Teachers** should lead their class out in an orderly manner by the nearest escape route to the Assembly point.
- **Other Teachers and Support Staff** should leave by the nearest exit and make their way to the Assembly point
- **Visitors** should follow instructions of member of staff they are with, or if alone, follow instructions on reverse of visitors badge (NB they will have been advised of assembly point when they signed in)
- **Contractors** should retrieve their company's signing in book, raise the alarm with any labourers /sub contractors and evacuate to the muster point.



- **Head of Juniors or Deputy** should:
  - Establish who raised the alarm and identify the location of the fire, liaising with the Fire Officer.
  - Ensure any visitors/contractors and all members of staff have evacuated the building (using the Visitors book and Staff Signing In/Out Register)
  - Receive reports from class teachers after registration, and if necessary organise a search with the Fire & Rescue Services for any missing pupils/members of staff/visitors.

#### **AFTER SCHOOL / BREAKFAST CLUB or SCHOOL EVENTS:**

- The member of staff responsible for an after school event or club, should have access to a phone. The school phone may be booked out if necessary.
- If you spot a fire, activate the nearest call-point to sound the alarm.
- On hearing the fire bell, leave the building by the nearest exit and assemble on the junior school courts if activity is in the Junior school or at the front of the main building if activity is in the Senior school. Please check that all pupils in your care have left the building and check them off against your register. Remain there until told to return to the school.
- If feasible, the member of staff responsible should call 999. It is better that the call is duplicated than there are no calls at all.
- On hearing the fire-bell, the Caretaker will also dial 999 and wait at the front of the school for the Fire Services to arrive.

#### **ASSEMBLY POINT**

**Senior School** Assemble Point is at the rear of the Senior School on the All-Weather Sports Pitches.

**Junior School** Assemble in the junior court above the junior playground.

#### **A. Senior School at the relevant Assembly Points:**

- **Form Tutors/Class teachers** should:
  - collect the register from the Receptionist/Admin Officer and check their form/class against the register
  - report the result of register to the Deputy Head Pastoral who will convey this to the Head (or Teacher in charge)
  - return to their pupils and maintain quiet and discipline until the Head (or Teacher in charge) has been given the 'all clear' from the Fire Brigade.
- **Other Staff** should give their surname to the Admin person checking off all staff. The Deputy Head Academic will be given the final clearance (or otherwise) which will then be conveyed to the Head (or Teacher in charge)
- **Admin staff** should check the Visitors Book to ensure that all visitors have been evacuated.



- **Contractors** should check their company's signing in book and liaise with the Director of Operations to confirm that all contractors/sub contractors have been evacuated.

NB Other members of SLT will deputise as necessary

#### **B. Junior School at the Assembly Point:**

- **Class teachers** should:
  - collect the register from the Receptionist/PA and check their class against the register
  - report the result of register to the Junior Head or Junior Deputy Head.
  - return to their pupils and maintain quiet and discipline until the 'all clear' has been given.
- **Receptionist** should check all staff and the visitors book, to ensure all have been evacuated.
- **Contractors** should check their company's signing in book and liaise with the Director of Operations to confirm that all contractors/sub contractors have been evacuated.

### **6. FIRE DEVICES & APPLIANCES**

#### **a. Call points**

Adequate call points are located around the school and all staff should ensure they are aware of where to find them.

Call points are checked weekly by the Fire Officer on a rotating basis and any faults rectified as soon as possible

#### **b. Fire Extinguishers/Blankets**

Appropriate types and numbers of extinguishers are located around the school. These are checked yearly by a contractor.

Staff should only use these appliances if it is safe to do so and if they have been trained in their use.

#### **c. Fire Doors and Fire Exit Doors**

Fire doors are provided to prevent the spread of heat and smoke and should be kept shut when not in use. A few doors that need to be kept open have self closing devices installed which will cause the door to close when the fire alarm is sounded.

**DO NOT remove self-closing devices nor wedge fire doors open.**

Fire Exit doors can be readily opened from the inside without the use of a key.

All these doors are checked termly for correct operation by the Fire Officer and/or a caretaker



All the routes are used on a regular basis throughout the day, but care should still be taken to ensure they are not blocked or obstructed, e.g. by furniture, bags and boxes.

**d. Fire Signage**

Is promoted throughout the school site as required by legislation and the school Risk assessment.

**e. Emergency Lighting**

In the event of a power failure, all areas of the school can be illuminated with emergency lighting. The emergency lighting is checked monthly by the caretakers and yearly by a qualified contractor. Any faults are rectified as soon as possible.

## **7. EVACUATION ROUTES**

**It is the responsibility of all staff to make themselves aware of the correct routes to follow. In the event of an obstruction, they should use an alternative route**

See appendices as follows for details of evacuation routes:

**Appendix 1 NHEHS Whole School Evacuation Routes**

**Appendix 2: Senior School Main Building Evacuation Routes**

**Appendix 3 Senior School Science Block Evacuation Routes**

**Appendix 4 Senior School West Wing Evacuation Routes**

**Appendix 5 Junior School Evacuation Routes**

**Appendix 6 Sixth Form Centre Evacuation Routes**



## 8. ARRANGEMENTS FOR FIGHTING FIRE

The decision to tackle a fire is set out in the GDST's Fire Safety policy and communicated to all staff, **reference Health and Safety Notes of Guidance, section 4.1.3 a iii.**

If staff have not been trained to use fire extinguishers, close the door on the fire and evacuate the building.

If staff have been trained in first response fire control, they may tackle **small** fires.

- Wherever possible, summon assistance before tackling a fire.
- Always have your back to an escape route, do not let the fire get between you and the escape route.
- Determine the correct type of extinguisher to use on the fire.
- Determine the correct method of operating by reading the instructions on the fire extinguishers.
- Crouch as low as possible to avoid rising heat and smoke.

The Fire Brigade have the main responsibility for fighting fires

### If your clothing catches fire:

- Lie down immediately to prevent flames from traveling up to your face and then **ROLL ACROSS THE FLOOR.**
- Whilst rolling, if you can wrap yourself in a coat, etc to smother the flames, so much the better but **DO NOT DELAY LYING DOWN AND ROLLING ACROSS THE FLOOR TO SMOTHER THE FLAMES.**

### If someone else's clothing catches on fire:

- Stop them from running away from you
- Immediately force them to the ground
- Grab a coat or fire blanket and wrap it around them to smother the flames
- BE CAREFUL that your own clothing does not catch fire
- If a fire extinguisher or hose reel is readily available, these can be used

## 9. ARRANGEMENTS FOR THE SAFE EVACUATION OF PEOPLE IDENTIFIED AS BEING ESPECIALLY AT RISK

The following groups of people, who visit or use the school, have been identified as being at special risk from fire:

- **Very young children** – Early Years: There should always be two adults supervising the evacuation of pupils in the Early Years and no child should be left alone during the evacuation.
- **Pupils, staff or visitors** who suffer a range of disabilities or temporary physical impairment, eg mild epilepsy, girls on crutches

A **Personal Emergency Evacuation Plan (PEEPS)** will be developed for the individuals with special needs. The plans will be adapted for the range of disabled people who use or visit the school premises, ie:





It is necessary to make special arrangements for disabled persons in emergencies. Certain disabilities are easily recognised, eg persons in wheelchairs or who are visually impaired but it is not always possible to identify those with a hearing impairment. In this case they might not hear the fire alarm. **All staff must therefore be alert to these problems and introduce special arrangements as follows:**

- **The Fire Officer should be informed by any staff member if they are aware of any staff, visitor or pupil who has been identified as being disabled in any way.**
- Specialised equipment enabling hearing impaired persons to be alerted in the event of fire is available from the Fire Officer.
- In the event of an evacuation, disabled people should be given assistance where required. The degree of disability will dictate the special arrangements that are necessary to ensure their safety, which will include alerting them and assisting in their evacuation to the assembly point.

The Teacher in charge should ensure that specific pupils with mobility disability e.g. on crutches, leave the room last, accompanied by the Teacher, so as not to slow other pupils nor to be injured on exiting the room.

For visitors with similar disabilities their host should ensure that they are evacuated in a similar manner.

## 10. SPECIFIC ARRANGEMENTS FOR HIGH-FIRE-RISK AREAS

**DT:** the Teacher or DT Technician on exiting the DT rooms will close off the supply of gas and electricity supply by pressing the emergency isolation valves (located in the DT Workshop & Store Room).

**Science Dept:** the Teacher or Science Technician on exiting the Laboratories will close off the supply of gas and electricity supply to the laboratories by pressing the emergency isolation valves.

**Art Dept:** the power supply to any items such as glue guns will be shut off immediately on hearing the alarm by the Head of Art or Art Teacher in Charge.

**Kitchens:** the Cook in Charge or Assistant Cook will ensure that all equipment and machinery has been shut down as well as the gas and electricity by pressing the emergency isolation valves on exiting the Kitchen area.

## 11. EMERGENCY ARRANGEMENTS FOR OUT OF HOURS EVENTS ON SITE:

The following emergency procedures should be noted by any staff member organizing an event in school after the normal school day. In addition, this is given to members of the Parents' Guild when organising their events

### A Planning stage

- A key individual should be designated as the person who is responsible for Health & Safety during the event. This is most likely to be the organiser.



- Other members of the organisation, should act as Ushers if necessary, and be made aware of the Health & Safety issues.
- There should be immediate and easy access to a telephone e.g. a mobile phone or school phone where an outside line can be accessed.
- The leader and all ushers should be aware of the location of Fire Alarm call points, Fire Exit doors and routes and must ensure that these are kept COMPLETELY CLEAR.
- Although there is emergency lighting in the school, it might be helpful for a few torches to be available with some of the ushers for use in the event of a power failure.

### **B At the event**

- When appropriate, before the start of a function, e.g. play, Quiz, or meeting, the location of fire exits should be pointed out to those attending.
- All people attending the function are expected to act in a responsible and safe manner to ensure both their own and other people's safety. Any person acting irresponsibly should be reported to the leader of the function and should be asked to leave if they continue to present a hazard to others.

### **C In an emergency**

- All should leave in an orderly fashion by the nearest exit door, with the help of the ushers, who will indicate the nearest and safest exit.
- In the case of fire, the nearest person should break a fire call point and someone should call 999 and ask for the appropriate service. The school's name and address is:

Notting Hill and Ealing High School  
Senior School  
2 Cleveland Road  
London W13 8AX

Notting Hill and Ealing High School  
Junior School  
24-26 St Stephens Road  
London W13 8HH

Caretaker's (out of hours) Tel. No: 020 8998 8586

- Evacuation from the Senior School, should be towards the front of the main building via the east pathway. If this is not possible then people should assemble on the Junior court at the St Stephen's Road end of the site.
- Evacuation from the Junior School, should be via nearest exit with assembly in the playground.
- In the case of fire, the ushers should encourage people away from fire engine access areas.
- As far as possible the organiser, or staff member in charge should:
  - Make sure all are accounted for and are safe.
  - Establish the nature and extent of the emergency.
  - Establish the extent of any injuries and arrange appropriate first aid.



- Establish the name(s) of the injured and call whichever emergency services are required.
- Arrange for one person to remain at the incident site to liaise with emergency services until the incident is over.

#### **D When main danger is over**

- The organiser should make contact with the Headmaster, emergency contact point or senior member of school staff and give full details of the incident:
  - Name
  - Nature, date and time of incident
  - Location of incident
  - Details of injuries
  - Names and telephone numbers of those involved
  - Action taken so far
  - Telephone numbers for future communication
- The organiser should write down, as soon as practicable, all relevant details, keeping a record of the names and addresses of any witnesses whilst they are still fresh in the memory.

#### **12. PROCEDURES FOR MEETING THE FIRE AND RESCUE SERVICE ON THEIR ARRIVAL AND NOTIFYING THEM OF ANY SPECIAL RISKS, E.G. THE LOCATION OF HIGHLY FLAMMABLE MATERIALS:**

Hazards of this nature are confined to the Senior School. Upon an alarm activation the Caretakers will be stationed at the gates to the main building and the Fire Officer at the main front door to the school near the fire panel. The Fire Officer will inform the Fire Service of the location of any fire and any possible hazards. The particular hazard areas may include:

**Science Laboratories**

**External Science Chemical Store**

**Radioactive store cupboard in Physics department**

**DT Room**

**Art Rooms**

**Pool Chemical store**

**Boiler rooms**

**Electrical Intake rooms**

#### **13. FIRE SAFETY TRAINING AND FIRE DRILLS**

- The Head will ensure that all staff, pupils and any long term 'visitors' are thoroughly trained in fire safety procedures at their induction or on INSET days.
- Contractors will be given an evacuation briefing on the first day on site and asked to ensure that their Site Manager/Foreman communicates this procedure to sub contractors.



- Refresher Training - All staff will be given regular (annual) refresher training on INSET days. Pupils will be reminded of the actions to take in the event of an emergency during practice fire evacuation drills.
- Key members of staff, e.g. Caretakers, Cook in Charge, Science staff, certain Teaching & Support staff are trained in basic fire safety including the use of fire extinguishers and fire blankets.
- Pupils are trained in specific actions they need to take in event of fire alarm being activated via termly fire drills.
- Fire drills re-enforce all training given. Fire Drills are normally arranged by the Fire Officer and communicated to the Head. They take place at least once a term within the first 4 weeks of term. Records are retained in the Fire Log Book in the DFO's Office.
- From time to time the Trust will provide Health & Safety Training for key duty holders.