

Fire Action and Emergency Policy

HEATHCOTE SCHOOL & SCIENCE COLLEGE



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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 do when the emergency alarm sounds – whenever it sounds – normal lessons, break time, 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 can; Leave the building efficiently and effectively and 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 July 2025 and the LBWF should undertake annually for the 2 school owned buildings. Annual premises audits 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 Director and is discussed in the monthly 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 Director, 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 of the buildings, the Site Manager isolates the location of the alarm and advises the Head teacher immediately to

enable a decision to be made on which building needs to be evacuated. This will be reviewed annually.

Once staff, pupils and visitors have evacuated from their nearest fire exit in the main building, they should make their way to the fire assembly point in line with the following to alleviate crowding at the gated entrance to the Fire Assembly point.

Staircases 1, 2, 5 and pupil entrance	Maths, MFL, Business, Art, SEN, Creative Arts, staff corridor	Walk via steps to 6 th form and round the meadow to the Assembly point
Staircases 3 & 4 & Exits via DT and PE	Drama, Music, English, PE, Science and DT rooms	Direct to the Assembly point

Fire Marshals have been designated and are suitably trained (currently provided by National College) 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 HR Manager 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 2 and teachers and pupils need to walk carefully and slowly to the exit via the nearest staircase. 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 3, along with the plan of allocation of fire marshals across zones.

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

All pupils are lined up in form groups at the assembly point but registers are not taken. This will be reviewed annually.

All staff to support with pupils at the Assembly point to ensure pupils are lined up in an orderly manner and there is silence throughout.

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 School 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 Policy 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 Marshal 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 – Deputy Heads

Senior Fire Marshal is responsible for:

- Ensuring all site users are accounted for
- Being the point of contact for Fire Marshals to report to after sweeping the buildings
- Controlling the assembly points
- During a drill or actual fire, noting escape times and general observations for improvement
- 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

The Kier Site Manager and the School Site Manager are responsible for controlling work, maintaining safety systems and maintenance. Work control systems 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 organizing, 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
- Check the fire panel in the event of a fire alarm and liaise with the head teacher during the evacuation.
- Calling the fire and rescue service to ensure that they have been notified of the alarm.

School Receptionist / Attendance Officer / Medical Admin

The School Receptionist/Attendance Officer are responsible for:

- Ensuring that class registers are printed out each day at 9.45 am, kept in a file and taken to the assembly point in the event of an evacuation
- Ensuring that Inventory staff and visitors 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

- Staff and pupils with medical Risk Assessments using refuge points

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 Marshal
- Ensuring the fire log is kept up to date
- Ensuring Kier and Site team are undertaking duties outlined
- Organise Health and Safety review

Year Leads – relevant Line Manager in case of absence

- Ensuring all site adult users are accounted for and reporting to Senior Fire marshal
- Allocate other staff to take form registers in case of absence – liaise with Senior Fire Marshal 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
Fire Assembly Point	Krista Mitchell	Senior Fire Marshal
Main Building – Ground Floor		
A	Sarah Johnson / Debbie Mills	Fire Marshal
B	Gary Robinson / Michelle Heath	Fire Marshal
C	N Hutchins / A Gite	Fire Marshall
D	N Hutchins / A Gite	Fire Marshall
E	Josh French / Gavin Prince	Fire Marshall
F	Andy Dolan / Maria Page	Fire Marshall
G	Sam Sinclair / Stacey Bragg	Fire Marshall
H	Paul Wellard / Elena Horder	Fire Marshall

Main Building – First Floor		
I	Krista Mitchell / Shanna Nash	Fire Marshall
J	Cath Whichelow / Science Technicians	Fire Marshall
K	Raj Kaur / Caroline Warden	Fire Marshall
L	Raj Kaur / Caroline Warden	Fire Marshall
M	Nick Tilbury / Tracy Carter / Humaira Gafoor	Fire Marshall
Main Building – Second Floor		
N	Julie Vazquez / Heather Fleetwood	Fire Marshall
O	Julie Vazquez / Heather Fleetwood	Fire Marshall
P	Sita Bashal / Michelle Romion	Fire Marshall
Q	Julie Vazquez, Heather Fleetwood	Fire Marshall
R	Sita Bashal / Michelle Romion	Fire Marshall
Humanities Building/AP		
S	Ben Smith / Ifzala Waheed/ Naheed Nazir / Faye McCarthy	Fire Marshall
T	Ben Smith / Ifzala Waheed / Naheed Nazir / Faye McCarthy	Fire Marshall

U	Paulina O'Neill / Sumayya Mohammad	Fire Marshall
V	Jess Overare / Sarah Columb	Fire Marshall
W	Jess Overare / Sarah Columb	Fire Marshall
Sixth Form		
X	Jo Wright / Helen Baker / Katharine Canham	Fire Marshall
Y	Jo Wright / Helen Baker / Katharine Canham / Sumaiyah Ismail / Preeya Singh	Fire Marshall
Z	Trudi Coltelli / Eliz Darbi / Pavlos Miltiadou	Fire Marshall
AA	Trudi Coltelli / Eliz Darbi / Pavlos Miltiadou	Fire Marshall
BB	Hibo Elmi / Helen Baker / Jo Wright / Katharine Canham	Fire Marshall
CC	Hibo Elmi / Jo Wright / Helen Baker	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 on Channel 2 to clarify each person's immediate roles and responsibilities. A member of SLT will resume responsibility of Senior Fire Marshal and report to the Head by phone if she is not present on site.

Allocated Areas

Sonia Close	Ground Floor
Neil Hutchins	Ground Floor
Asiya Gite	Ground Floor
Krista Mitchell	First Floor
Julie Vazquez	Second Floor
Sita Bashal	Second Floor
Sarah Columb / Jess Overare	All areas Humanities
Hibo Elmi	All areas 6th Form

Staff & Pupils

A small number of pupils and one member of staff have Individual Evacuation Plans and these are currently stored in Google Drive. The SENCO, the School Business Director and Medical Admin are responsible for ensuring these are executed and reviewed regularly and at appropriate junctures. Staff report on this to the Senior Fire Marshal

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.

Regular Contractors

All contractors who work at the school on a regular basis will receive written details of the fire procedure as part of their contractual arrangement. This includes the LBWF catering team and ICT staff from CNetso.

APPENDIX 1

Heathcote School and Science College

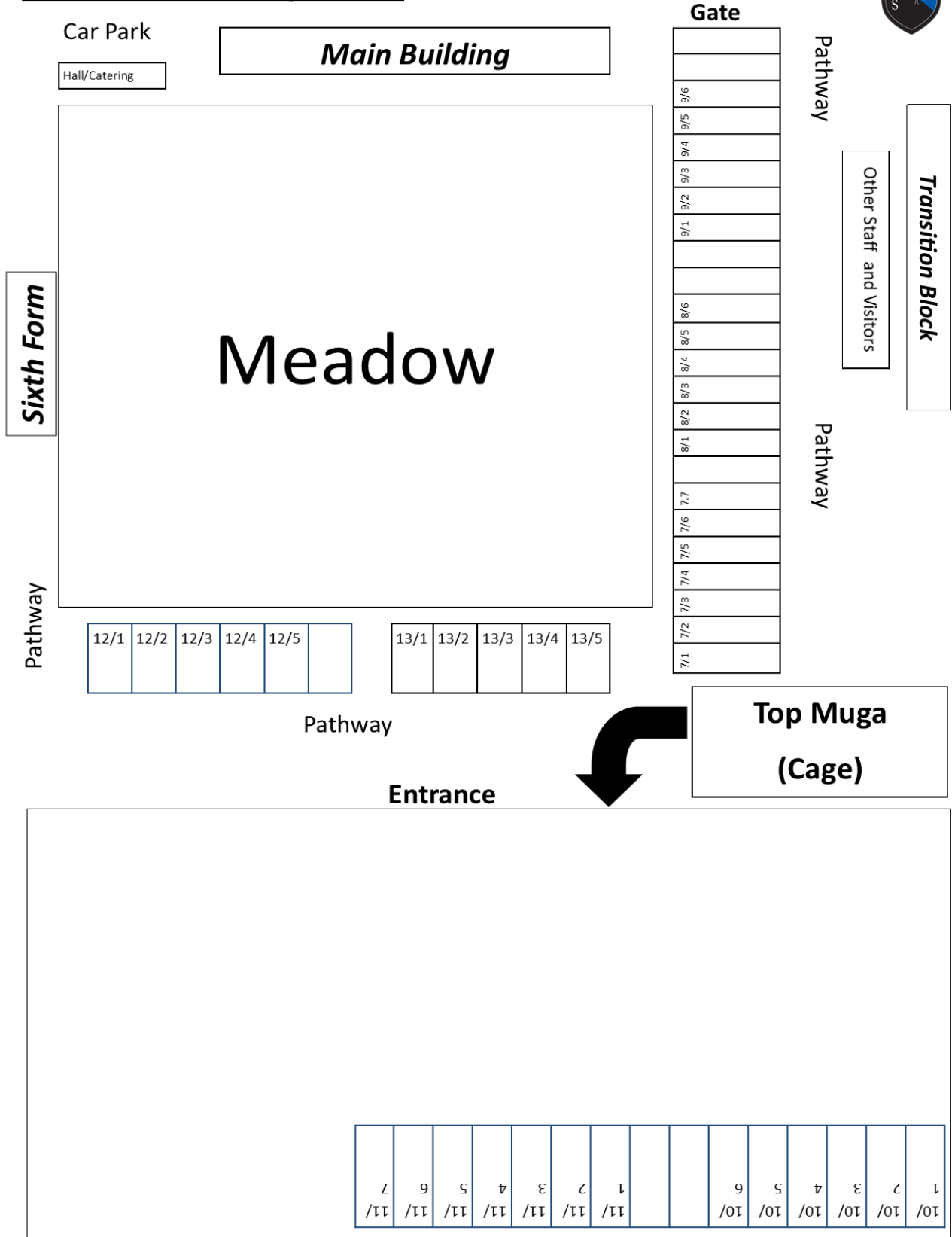
Emergency Evacuation Procedures

For the evacuation of the building in case of emergency;

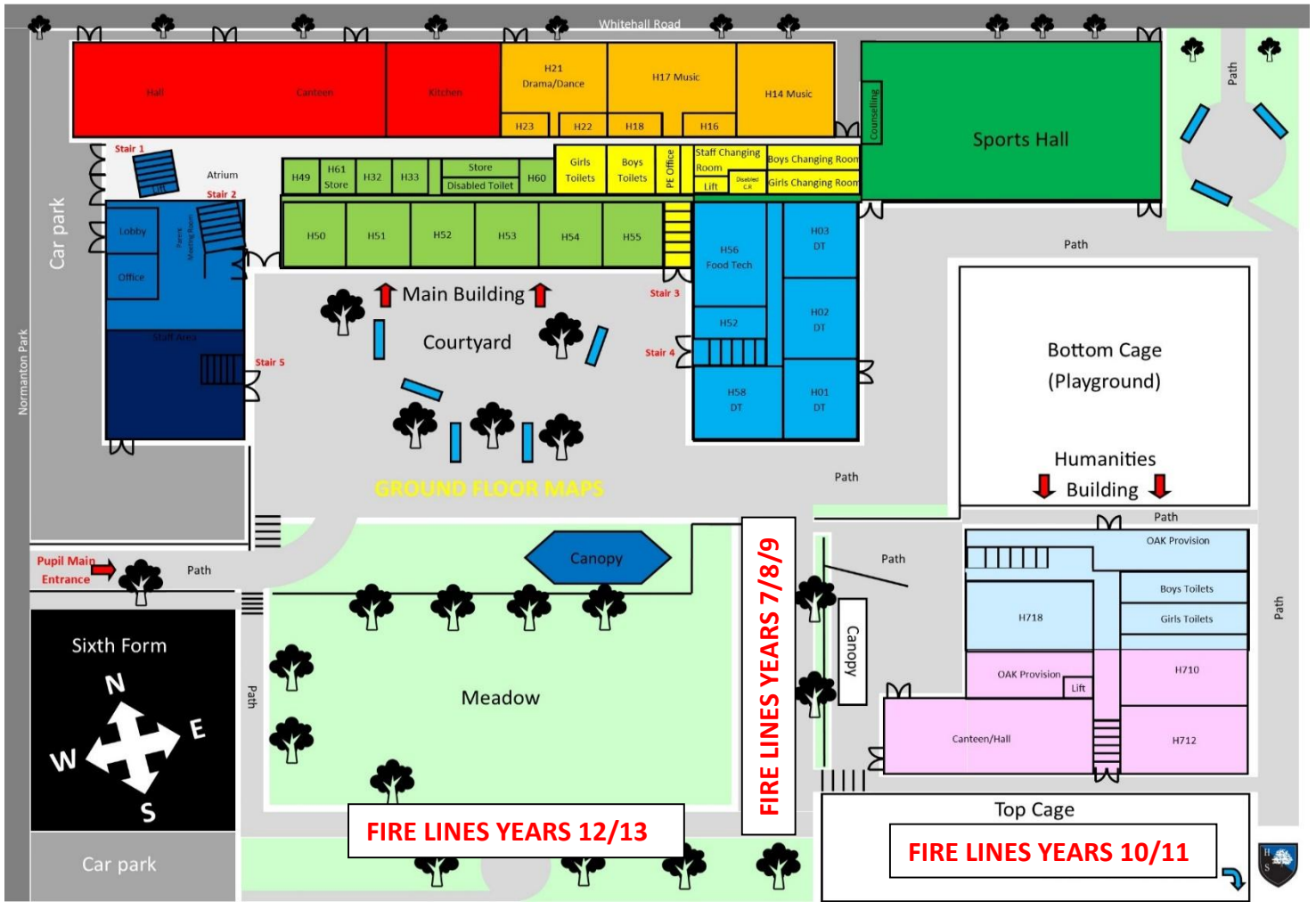
All staff and pupils must follow the procedures posted in every room

- **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 hall. 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.

Fire Assembly Plan

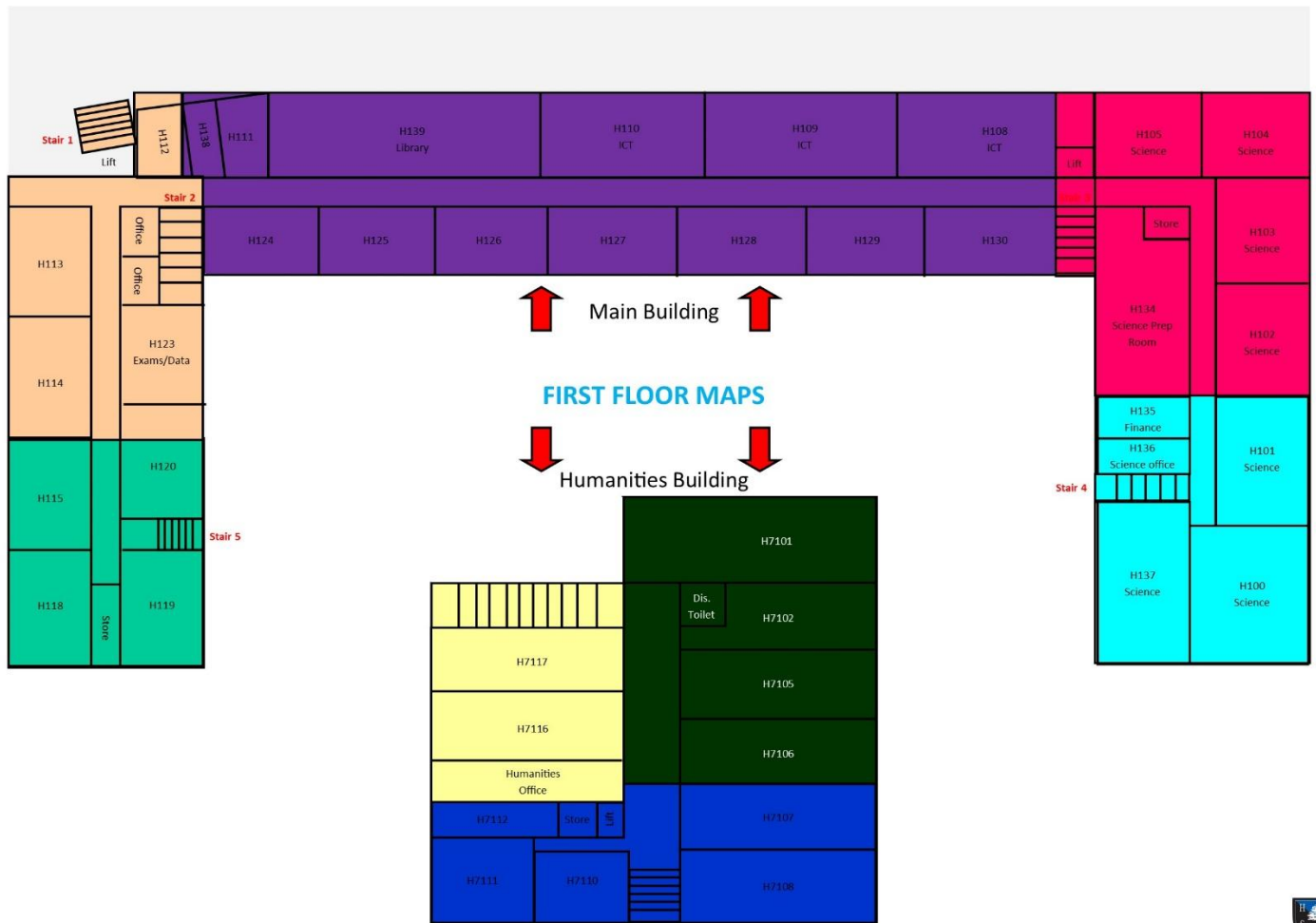


APPENDIX 3



A	Sarah Johnson / Debbie Mills
B	Garry Robinson / Michelle Heath
C	Neil Hutchins / A Gite
D	Neil Hutchins / A Gite
E	Josh French, Gavin Prince

F	Andy Dolan, Maria Page
G	Sam Sinclair, Stacey Bragg
H	Paul Wellard / Elena Horder



P	Sita Bashal / Michelle Romion
Q	Julie Vazquez, Heather Fleetwood
R	Sita Bashal / Michelle Romion
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