

FIRE STRATEGY

HOLMEWOOD UPPER SCHOOL, 8A MUSWELL HILL, LONDON, N10 3TD

A planning application is being submitted for the following development with the grounds of Holmewood Upper School, 8a Muswell Hill, London, N10 3TD ('the Site'):

'The installation of 2no. wooden cabins to be used as classrooms for outdoor learning.'

Appended to this document is Holmewood Upper School's existing Fire Procedure and Fire Safety Policy. This document will remain applicable once the proposed development that is the subject of this planning application is completed. The school will update it, as necessary, to reflect the additional cabins prior to the school commencing use of these.



THE HOLMEWOOD
SCHOOL

Fire procedures and fire safety policy
September 2021

Please note that due to a new site for the Upper School from 7th September 2020, the Executive Head Teacher and Head of School will act as one role.

The Regulatory Reform (Fire Services) Order 2005 (RRO), implemented in October 2006, replaced The Fire Precautions (Workplace) Regulations 1997. The RRO applies to both new and existing school buildings. It provides for minimum fire safety standards and emphasise the duty of 'The Responsible Person' to ensure that every school has risk assessments carried out.

The main aims of fire-safety management are to:

- Minimise the risk of fire
- Protect the means of escape
- Limit the spread of fire

The main duties regarding fire-safety management are to:

- Make hazard and risk assessments
- Be responsible for fire-safety training
- Produce an emergency plan and put up fire notices
- Conduct fire drills
- Check the adequacy and maintenance of fire-fighting apparatus
- Consult and implement any recommendations of the local fire brigade
- Conduct fire-safety inspections, preferably every term
- Make frequent informal checks to confirm that the fire-safety rules are being followed
- Ensure fire-escape routes and fire-exit doors and passageways are unobstructed, and that doors open correctly
- Check that fire-detection and protection systems are maintained and tested, and records kept
- Ensure close-down procedures are followed

Risk assessments are carried out to highlight:

- Risk to employees whilst on the premises
- Risk to Pupils whilst on the premises.

The risk assessment procedures in place support assessments for the health and safety and safeguarding and wellbeing of pupils and staff. Please refer to school risk assessment procedures and guidelines.

THSL, Fire Action Emergency Plan

Organisational preventative and protective measures:

- All staff should be aware of their role in the case of fire.
- All staff should be familiar with the evacuation procedures.
- All staff should check in and out of the building at all times (including when leaving the site for breaks) to ensure our list of occupants is correct at all times.
- Fire doors must be kept closed. Do not use objects or wedges to keep them open.
- Staff should familiarise themselves with fire equipment such as fire blankets.
- Flammable substances must be stored appropriately. In most cases, the Science Teachers, Site Manager and Caretaker will have responsibility for flammable substances.
- Staff will take responsibility for waste by ensuring that waste is kept to a minimum and kept within the confines of the bins provided. Paper will not be allowed to accumulate.
- Paper will not be stored near electrical devices (e.g. on top of computers).
- Staff will report any defective fire doors or equipment.
- Staff should visually check electrical items as they use them. Report and do not use any electrical items that look concerning (e.g. any exposed wires).

What to do if the fire alarm is activated:

- The Fire Alarm should be operated by the Nearest Member of Staff.
- Only tackle the fire if you have been trained to do so, and if you feel it is safe to do so, using appliances provided, and without putting yourself at further risk.
- The Fire Brigade should be contacted by the Executive Head Teacher, Head of School, Office Manager, or Site Manager. DIAL 999 and ask for Fire Brigade.

The Lower School is located at: 88 Woodside Park Road North Finchley, London N12 8SH. Telephone : 020 8920 0660	The Upper School is located at: 8A Muswell Hill London N10 3TD Telephone: 020 3908 8991
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- The school should be evacuated as quickly as possible.

Lower School Assembly Point: Assemble in the playground. If leaving via an exit to the front of the building, you will need to walk around the side of the building and re-enter the playground via the gate. Access from the playground to the front is via gate / street gate.

Upper School Assembly Point: Assemble in the car park. Most people will leave via the front entrance. Staff working in the staff room should exit from the emergency exit point in the staff room and go through the gated area at the side of the building.

- Classroom based staff should go directly to their own class group, unless it is unsafe to do so.
- **If you are not able to assist with evacuation of children, leave by the NEAREST exit, and go to the assembly point. Fire exits are clearly marked around the school. Please make sure you are aware of these.**
- As you exit, try to close the classroom/office doors behind you to contain the fire and reduce risk of spreading.
- Staff at the Upper School should be aware of the one student who has a PEEP (Personal Emergency Evacuation Plan). If any other student needs a PEEP they should speak to the Executive Head.
- Do NOT re-enter the building to fight a fire.

Fire wardens and Fire marshals:

Fire warden and fire marshal roles fall into two categories:

1. Proactive day-to-day duties
2. Reactive emergency duties

Fire marshals are required to identify fire hazards in your workplace and report them to an appointed person. This is done through carrying out continuous inspection of the building. In addition, in the event of evacuation they are responsible for ensuring that people leave the building in an orderly and prompt way.

Fire wardens are required to ensure that the building is emptied upon fire alarm activation. They will be given a designated area of the building to sweep to confirm that no-one is within that area. They may be required to support with carrying out a roll call, or just simply report to the evacuation controller to confirm that everyone has vacated their area of responsibility.

Many organisations combine the roles of fire wardens and fire marshals. At THSL the roles ARE combined.

Combined role of fire warden/fire marshal at THSL include:

- identifying hazards.
- driving forward the fire risk assessment and associated policy and procedure.
- confirming that fire drills are organised and be involved in the debrief process.
- maintaining documentation.
- continually ensuring that fire exit routes and final exit doors remain clear.
- ensuring that break glass call points remain visible and have the correct signage displayed.
- confirming that fire extinguishers are in the right place, free from damage, serviced and not obstructed.
- checking that fire doors are not propped open and that they are free from damage.
- being satisfied that housekeeping standards are maintained without a build-up of combustible materials and other hazards.
- confirming that flammable and hazardous materials are stored correctly.
- ensuring that systems are in place for portable appliance testing.
- assisting with developing and implementing effective fire safety systems for contractors.

- supporting the employer with ensuring that all internal statutory fire safety inspections and tests are undertaken.
- monitoring fire directional signage to confirm that it is the correct type, not damaged and is visible.

The following staff are trained fire marshals/fire wardens:

Simon Hardwick	Jeanette Bär	Irena Lempaszek
Leon Goldman	Andy Lamb	Rihana Hussain
Simon Taylor	Daniella Moeller	Bridget Young
Tara Young	Melissa Perera	Prince Kirwan
Tanya Taylor	Lynsey Sherriff	Vicky Gunning
Chelsea Foreman	Lisa Camilleri	Naj D'Silva

Responsibilities of specific staff members:

Site Manager, Caretaker or Office Manager

- Unlock the gates on either site.
- Ensure that a Fire Marshal/warden supervises this gate.
- Go to the front of the building to direct all emergency services and ensure that no-one is able to gain access.

Specific Fire Marshals/wardens duties

- Fire Marshals/wardens should wear their yellow coat if possible so they are easily identified. This should be kept in an accessible place near your usual base for work. If it is not within reach, please leave it.
- Fire Marshals/wardens should check their allocated areas to ascertain whether they have been successfully evacuated and inform the Executive Head Teacher or Head of School.
- Fire Marshals/wardens should not put themselves at personal risk.
- Areas to be checked (no alarms fitted) include:

Lower School	Upper School
• Gym • Caretaker's hut • Front Portacabin • Art room	• Forest • Garden classrooms • Shed

- One Fire Marshal/warden should supervise the gate at the front of the playground/car park and ensure that people can enter the assembly area from outside and ensure that no children can abscond through the gate. The gate will be opened by the site manager, caretaker or Office team.

- One Fire Marshal/warden will check that staff and visitors are all accounted for (via the TimeMoto app and Visitors book).
- One Fire Marshal/warden will check that all students are accounted for - by checking with staff, registers and the signing in/out sheet.

Executive Head Teacher/Head of School (or one of the Deputy or Assistant Heads in their absence)

- To assist with the evacuation of the school buildings and oversee all procedures.
- To make note of any staff and student absences.
- To give clearance to re-enter the building.
- To call fire brigade as needed.

Admin Staff

- Go to assembly point by taking fire list containing class registers, student signing in and out book, visitors book and staff register (via the Time Moto app).

Therapists

- Assist with evacuation of the School and building on your way out of the building, passing the nearest classrooms (or as directed by the Head).

Staff engaged with pupils, out of the classroom

- Take pupils out of the nearest exit and **Go Directly to the Assembly Point** in the playground. **Do not** return to the classroom.

Staff engaged with pupils, in the classroom

Take pupils quickly and calmly through the nearest exit to the assembly point in the playground. The nearest fire exits are clearly marked and displayed in each classroom.

Liaison with Emergency Services

- The Executive Head Teacher/Head of School or Office Manager will direct Emergency Services to the likely source of Fire on their arrival at the school and provide them with a plan of the school – with Fire Alarm Zones clearly marked.
- The Executive Head Teacher/Head of School will inform the Emergency Services that the school has been safely evacuated, or will detail any problems to them.
- Further action will be under the direction of the Emergency Services.

A checklist is referred to in order to ensure that fire safety is regularly reviewed and communicated to all staff and pupils (appendix A).

Reviewed: September 2021 (Lisa Camilleri & Simon Hardwick)

Appendix A

THSL Fire Safety Checklist

Fire equipment and safety

- Fire Alarms
 - System to be tested every week on the premises by Site Manager.
 - A different access point to be used for each test.
 - Fire alarm system serviced annually and records kept.
- Smoke Detectors etc. to be tested and serviced to manufacturer's specification.
- All emergency lighting should be tested and serviced to manufacturer's specification.
- Tests of fire fighting equipment, to be recorded and maintained in the fire procedures and equipment log book.
- Fire Marshals/wardens, Site Manager and Caretaker to have training in fire safety (and testing of fire alarm).
- All employees should have basic fire training – up to date.
- New employees must receive fire safety induction training.
- Fire Equipment survey to be carried out.

General Fire Safety Checklist

Make sure hanging displays & wall displays are removed, covered or placed away from heat sources.

Check furniture and fabrics for fire retardants – replace if older.

Ensure there is full guidance to be issued on cooking and the use of the kitchen to include;

- Never leave pupils or heat source unattended
- Make sure fire equipment is maintained and checked
- Regular cleaning of all cooking equipment
- All lessons appropriately supervised
- Minimise or eliminate fat frying
- Pupils to be instructed in basic kitchen fire prevention and health and safety

Smoking prohibited on site

Combustible materials – move away from lights / heat – check all bulbs

There should be constant supervision for the use of candles, fireworks – a separate risk assessment to be carried out.

PAT (portable appliance testing) tests are carried out annually and logged

Heaters located away from combustibles – older models to be replaced or removed

5 year checks on fixed electrics

Security Risk Assessment – to be carried out by Site Manager and/or Security company

Secure waste bins away from building

An evacuation plan should be drawn up and practised once per term. Personal Emergency Evacuation Plans (PEEPs) should be drawn up for any students who can not or will not move in an emergency (e.g. due to a physical disability or high levels of anxiety that cause 'freezing').

Information made available for visitors and short term staff / agencies

A separate risk assessment should be carried out for unusually large numbers (events, etc.)

Risk assessments for any contractors using dangerous equipment e.g. for blow torches /welding, etc.

Evacuation procedures carried out regularly and discussed with staff and pupils.

Carry out a fire drill each term.

Escape routes kept free and accessible

Fire marshals named and trained

Untrained staff not to use extinguishers

Appendix B

Example of the Risk assessment form (Refer to THSL Risk assessment procedures and guidelines).

Date:

Written by:

Risk:	People at risk:	Level of risk:	Control measures:
Approved by:			Date:
Any additional comments if necessary:			

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Appendix C

Model Risk assessment for H & S issues.

The Holmewood School, London Risk Assessment.

ACTIVITY	
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RISK ASSESSMENT																	
Identified hazards	Persons at risk				Worst likely outcome					Likelihood					Level of risk		
	Pupils	Staff	Pupils	Visitors	Fatal	Major	Minor	No injury	Damage	None	Probable	Possible	Remote	Impossible	LOW	MEDIUM	HIGH

NEW OR EXPECTANT MOTHERS	YES	NO
Does the stated activity constitute an additional risk to new expectant mothers?		

YOUNG PERSONS	YES	NO
Does the stated activity constitute an additional risk to young persons?		

PERSONS WITH DISABILITIES	YES	NO
Does the stated activity constitute an additional risk to persons with disabilities?		
Mobility		
Visual		
Hearing		
Learning		

CONTROLS

Hazard no	Existing Controls	YES	NO

ACTION PLAN				
Hazard no	Action Required	Target date	Action by	Date completed

Assessor's name(s)	
Assessors job title	
Date produced:	
Date for planned review:	

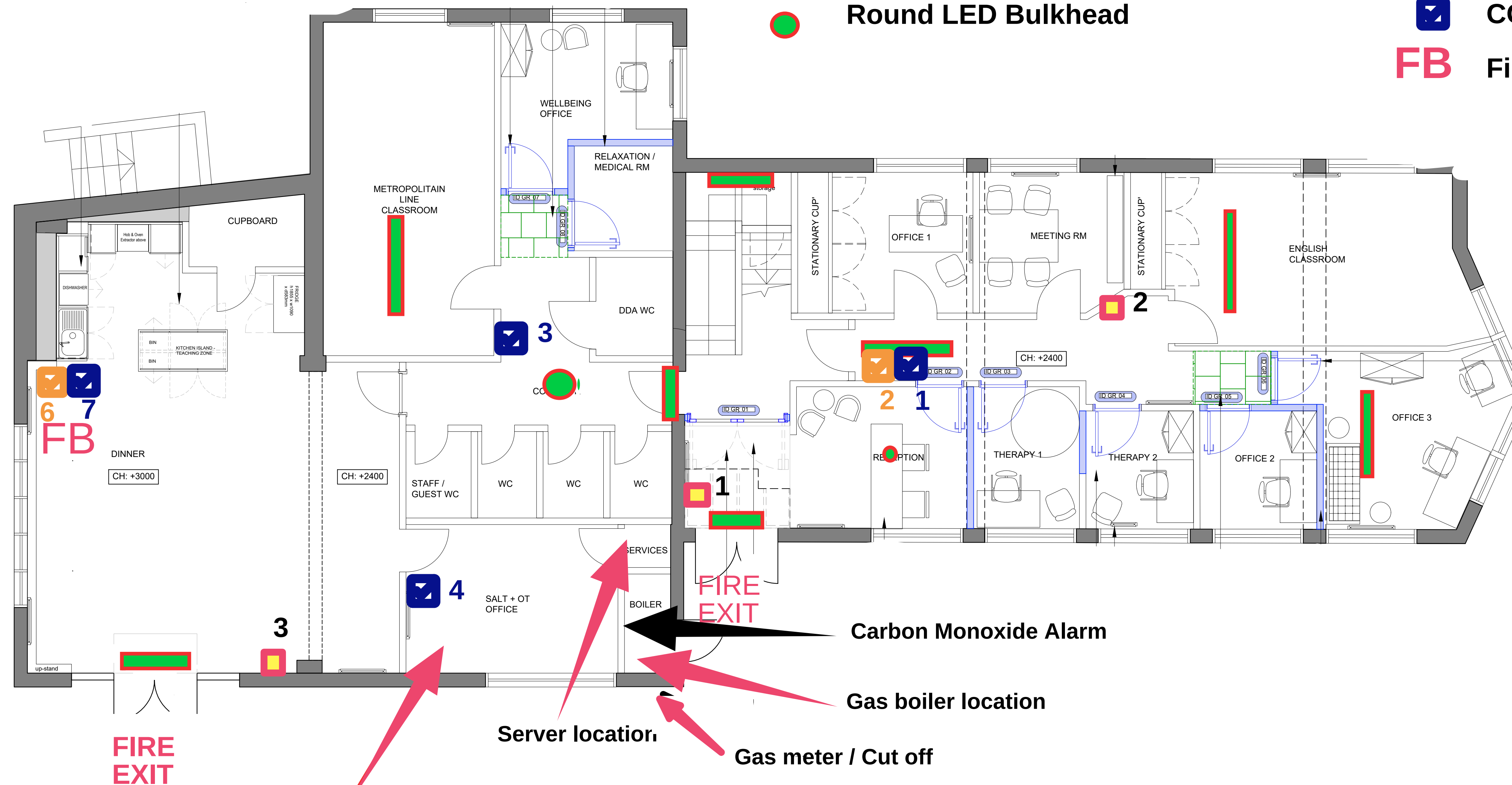
The Holmewood School London
Upper School
8A Muswell Hill London N10 3TD

Emergency Lights

-  LED Tube
-  Over-door LED Light
-  Round LED Bulkhead

Fire Safety Equipment

-  Call Point
-  Foam Extinguisher
-  CO2 Extinguisher
- FB** Fire Blanket



**FIRE
EXIT**

Electrical distribution board

Server location

Water meter/
Stopcock by
main gate

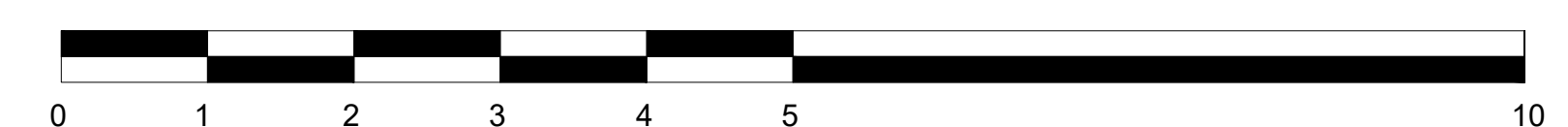
**FIRE
EXIT**

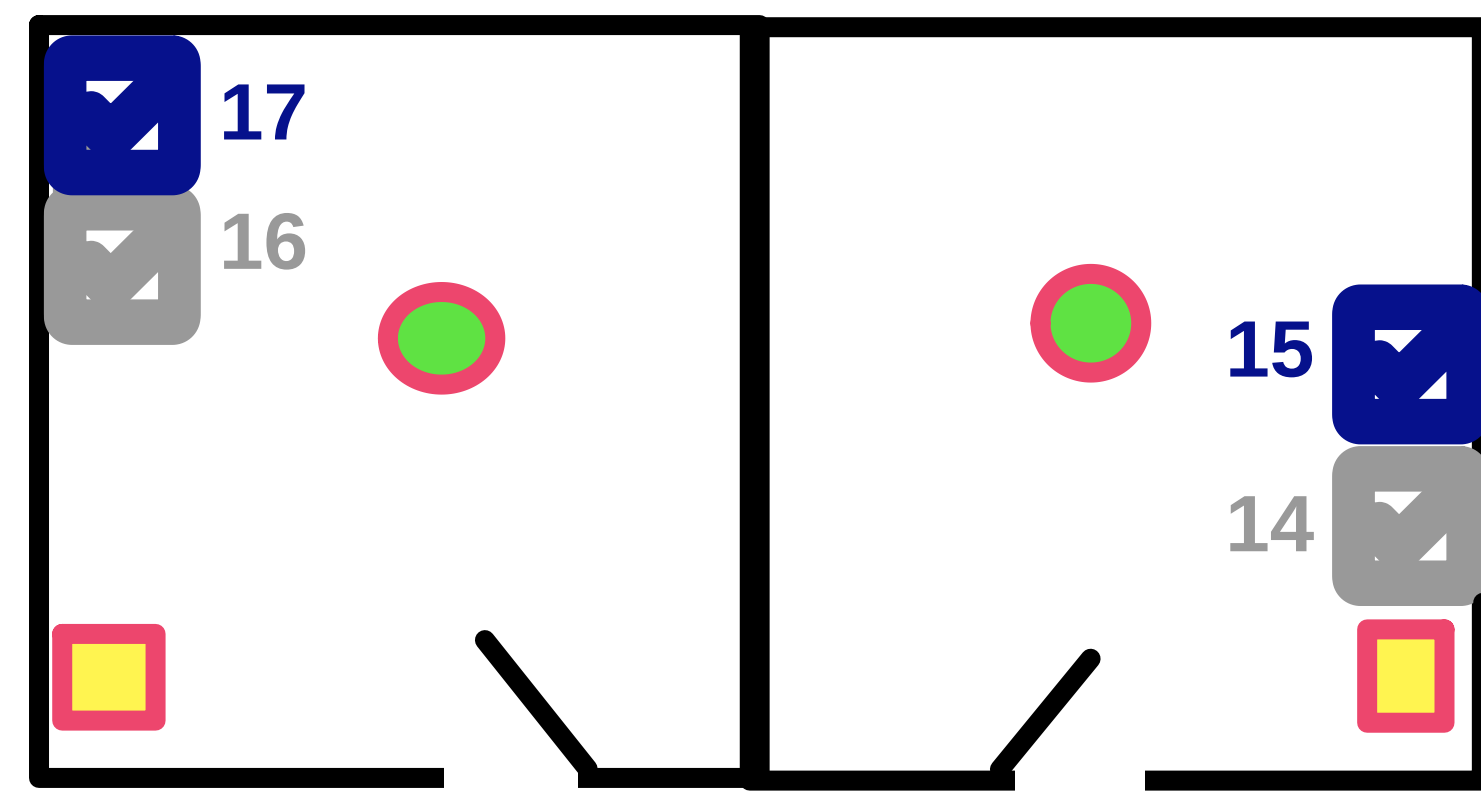
Carbon Monoxide Alarm

Gas boiler location

Gas meter / Cut off

**FIRE ASSEMBLY
POINT BY MAIN
GATE**





GARDEN ROOMS - NOT TO SCALE

The Holmewood School 8A Muswell Hill N10 3TD Fire Safety provisions

First Floor and Garden Rooms

Electrical distribution board
& Flick Test switches



LED Tube



Overdoor Bulkhead



Round Bulkhead



Call Point



Foam Extinguisher



CO2 Extinguisher



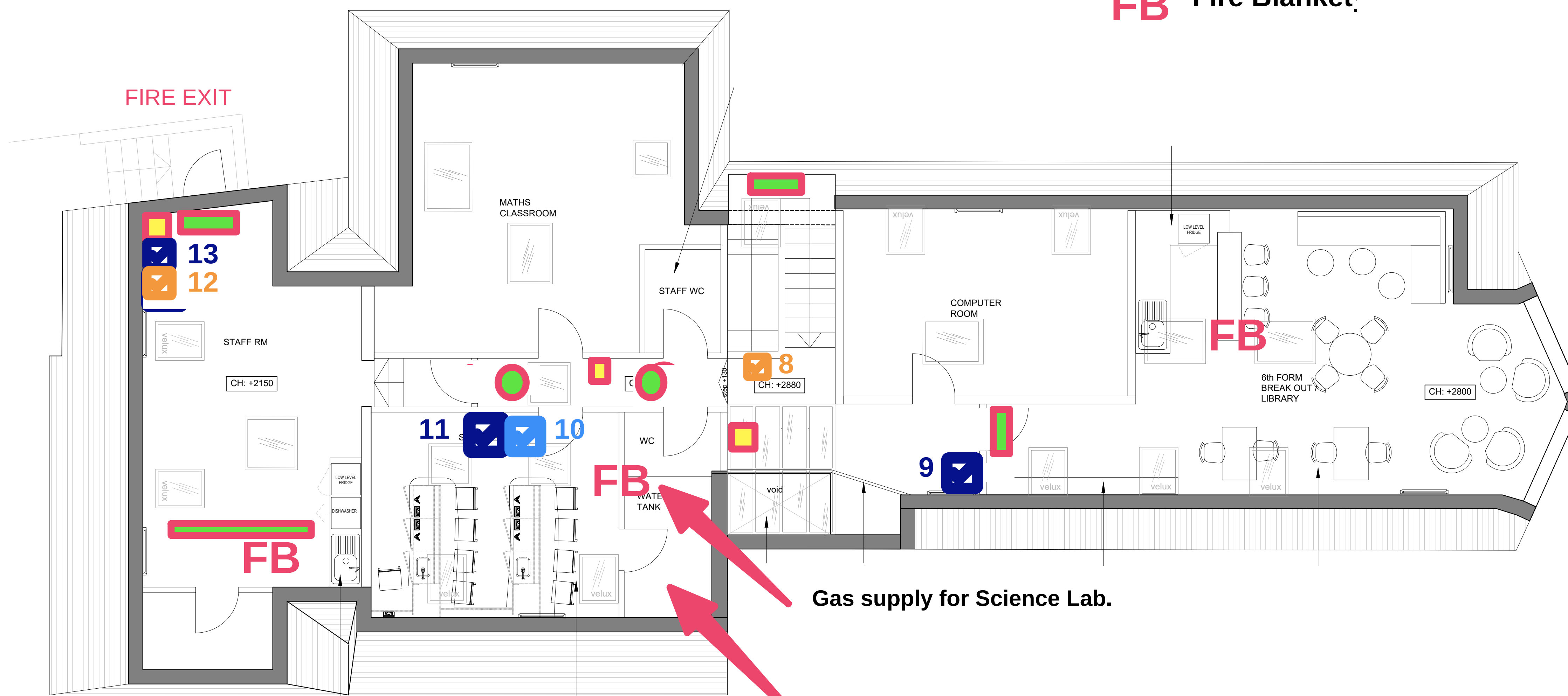
Powder Extinguisher



Water Extinguisher

FB

Fire Blanket



Gas supply for Science Lab.

COSHH Materials for Science Lab
stored here.

