

An exceptional education that draws out the unique potential of each student

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## Fire Safety Policy

*This policy has been formulated with due regard to the  
Regulatory Reform (Fire Safety) Order 2005.*

*This policy should be considered alongside and in conjunction with the suite of policies concerning the safety and welfare of students: Anti-Bullying; Behaviour & Discipline; Educational Trips; Fire Safety; First Aid; Health & Safety; PSHEE; Risk Assessment; Safeguarding & Promoting Welfare of Children; Supervision; and Halcyon's Mission.*

### 1. Introduction

#### A. Statement of Intent

Halcyon's aim is to eliminate the danger of fire, by managing the risks effectively. This policy, and the supporting organizational arrangements, are the tools that will be used to achieve that aim.

Halcyon London International School will:

- I. comply with all statutory and regulatory requirements as they apply to fire safety
- II. ensure, through risk assessment, design, planning, maintenance and review, that working environments, incorporate the most appropriate fire prevention and detection measures
- III. provide policies, guidance and information on fire safety to employees, contractors, visitors and others as appropriate
- IV. provide fire safety training and instruction for employees and when necessary, to contractors, visitors and others
- V. develop, implement and test fire evacuation arrangements
- VI. monitor and audit fire safety management and performance across the building and its work activities and, when necessary, investigate fire incidents or near misses
- VII. foster good working relations with, and consult, relevant external authorities and organisations.

This policy sets out Halcyon London International School's approach to fire safety and explains the responsibilities that staff and others have in assisting to prevent fires occurring during our activities. The policy outlines a robust fire safety management framework which demonstrates:

- VIII. All fire safety measures comply with enforcement criteria

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- IX. An effective proactive attitude to fire safety
- X. Clearly defined responsibilities relating to fire safety
- XI. An effective recording strategy of fire safety systems, procedures, testing and maintenance.

## 2. Implementation

### A. Responsible Person

The school's Director is the Responsible Person accountable for the fire safety management of Halcyon London International School. The Director reports to the Board of Trustees.

The Director is responsible for the fire safety management of the school and is responsible for ensuring that fire safety procedures are observed.

The Director must ensure that:

- I. all staff have a good working knowledge of relevant fire safety legislation and understand their responsibilities for the organisation and control of fire safety issues under this Policy;
- II. all staff are given adequate information, instruction and training to carry out their tasks effectively;
- III. records and documentation are kept to demonstrate compliance with legislation.

The Director will ensure that fire risk assessments are undertaken for all parts of the school and that these are reviewed annually and at any other time that the existing document may be deemed to be no longer relevant.

The fire safety procedures are to be managed and monitored by the Responsible Person and reviewed to take account of changes to the building structure or its procedures.

### B. All Staff

Staff must exercise overall control within their area of responsibility to ensure compliance with this Policy. They must ensure that:

- I. they show a positive commitment to fire safety by adopting and demonstrating good working practices;
- II. are aware of the fire safety arrangements at their workplace;
- III. they have a good working knowledge of relevant fire safety legislation and understand their responsibilities for the organisation and control of fire safety issues under this Policy;
- IV. comply with all fire safety instructions whether written or verbal;

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- V. projects are designed and implemented to conform with appropriate fire safety standards;
- VI. appropriate information on fire safety issues arising from projects is passed to those who need it;
- VII. they know where fire safety equipment is located and how to use it correctly;
- VIII. they assist with maintaining and improving fire safety procedures such as good housekeeping and waste management practices;
- IX. they report all fire incidents, fire risks and any misuse of fire safety equipment.

### C. Fire Marshals

Fire Marshals assist in implementing an emergency evacuation efficiently and effectively. Some teachers/administrators have been trained to act as Fire Marshals. Administrators, administration support staff and ancillary staff are automatically appointed as assistant Fire Marshals. During emergency evacuations and drills, these colleagues will need to perform specific tasks and report their findings either to the Director, or appointed Administrator in charge on the day.

Fire Marshals	Assigned Area of Inspection.
Nito Harvey / Maria Rosengren	3 <sup>rd</sup> Floor classrooms and offices
Guillermo Afonso / Amanda Deacon	2 <sup>nd</sup> Floor offices and classrooms
Jon Taylor / Toby Cann	1 <sup>st</sup> Floor classrooms, offices, server room, toilets
Barry Mansfield / Stacy Marshall	Mezzanine floor, lobby, Stern Hall
Andreina Gomes Escorcio / Katie Limchaikul	Ground floor Hub, Reception area
Tewelde Hagos* / Anders Henriksen	Basement Science lab., medical room, canteen, toilets

\*Tewelde Hagos will be assisted in clearing the canteen and the basement toilets by the member of staff on break / lunch duty in the canteen.

Whenever a serious fire occurs the main consideration is to evacuate the building safely. Protection of property is incidental. Much of the danger of fire is not from the actual flames but from the poisonous gases, heat and lack of oxygen. Personnel should only tackle a fire if totally conversant with the different fire extinguishers.



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All staff have high visibility vests and copies of mentor groups, timetables, and fire evacuation log sheets (for Fire Marshals only) in information packs, issued at the start of the school year, and placed in each classroom.

At the time of evacuation Fire Marshals must:

- I. put on the high visibility vest
- II. ensure that all persons act on hearing the fire alarm warning
- III. assist other teachers with classes, where necessary
- IV. assist by helping any student(s) who is/are not with a class or class teacher
- V. direct building users to the nearest available fire exit
- VI. control visitors and guests (if applicable)
- VII. ensure people with disabilities are able to evacuate the premises
- VIII. check toilet areas, offices, etc. on the way out of the building
- IX. at the Assembly Point, report to the Admin person in charge on the day to check off their inspection area, assist with checking registers and offer general assistance where necessary
- X. note down comments on the bottom of the log sheet
- XI. also at the bottom of the log sheet fill in the section under “completed by” and then submit the log sheet to the person in charge on the day.

At the time of evacuation, staff must:

- XII. put on the high visibility vest
- XIII. ensure that all persons act appropriately on hearing the fire alarm warning
- XIV. if in class, escort their students from the building to the assembly point
- XV. if not in class, assist any student(s) who is/are not with a class or class teacher
- XVI. direct building users to the nearest available fire exit
- XVII. check toilet areas, offices etc. on the way out of the building
- XVIII. at the Assembly Point, check their mentor group registers (and/or support their mentor group) and offer general assistance where necessary.



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### 3. FIRE EMERGENCY PROCEDURE

#### A. Fire Alarm: A rapid warbling siren

This will be activated in case of a fire anywhere in the school (and in the wider building within which the school is situated). Alarm points are located throughout the building.

#### B. In the event of discovering a fire

##### I. Sound Alarm

- a. Break red fire call box (by pressing with thumb in centre – glass is covered with film to prevent injury).
- b. Red fire call boxes are situated on walls of staircases, external exits and laboratories.
- c. Report location of fire to the school office (020 7258 1169)
- d. Office dials 999, asks for the Fire Brigade.

##### II. Extinguish Fire

Only with extreme caution, if the fire is small, and it is safe to do so, tackle a small fire with one of the following:

- a. Appropriate fire extinguisher
- b. Fire blanket

NB: Fire extinguishers are in place for use by the fire brigade. They should only be used by members of staff to clear the path to a fire exit if it is necessary to do so.

##### III. Carry on with the procedure below

#### C. When the alarm sounds always evacuate the building and do the following:

##### I. If teaching a class, before leaving the classroom:

- a. Instruct the class to line-up, quietly and orderly, leaving bags behind
- b. Collect 'Halcyon Fire Pack', containing high visibility jacket, the fire policy, and mentor group lists
- c. Switch off lights (if possible)
- d. Instruct students they should walk and not run
- e. Exit, closing the classroom door (do not lock)

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### II. Evacuation Routes and Exits

After leaving the classroom, evacuate to main Assembly Point as follows:

Follow the green arrow fire exit signs, which are in all corridors and on all fire doors, using the main central staircase to access the lobby and then exit the building through the main front door into Seymour Place. **Do NOT use the lift.**

**Stern Hall:** Students in the Stern Hall should evacuate directly onto Seymour Place through the fire exit door in the north-east corner of the hall.

#### Secondary (alternate) Evacuation Routes:

**Stern Building, Rooms 1.5 to 1.8; 2.5 to 2.10:** If the main stairway is blocked or otherwise unavailable, or if you are instructed by a Fire Marshal to do so, exit via the external stairs on the south-east side of the building accessible from the Council Room (first floor) or the Art Room (second floor). This leads to Stourcliffe Alley

**Leo Baeck Building, Rooms 1.1, 1.2, 2.1, 2.2, M1, M2, M4, 3.1, 3.2:** If the main stairway is blocked or otherwise unavailable, or if you are instructed by a Fire Marshal to do so, exit via the external stairs on the south-east side of the building accessible from the Council Room (first floor) or the Art Room (second floor). This leads to Stourcliffe Alley.

If both evacuation routes – the central staircase and external stairs - are blocked or otherwise unavailable, or if you are instructed by a Fire Marshall to do so, remain in the room. In such circumstances, the rooms are designed to provide suitable safe refuge from which to await instructions for evacuation.

**Canteen and LG1:** If the main stairway is blocked or otherwise unavailable, or if you are instructed by a Fire Marshal to do so, exit via the fire exit on the west side (rear) of the canteen following fire exits signs through WLS to exit on to Stourcliffe Alley.

If the main stairway is blocked or otherwise unavailable, and there is no fire exit available, ensure all fire doors and internal doors in the building are closed, and wait for assistance from the emergency services.

### III. Assembly Point

On exiting the building, proceed across the road (Seymour Place) to the **Assembly Point in Wythburn Place** (the mews opposite 33 Seymour Place). Teachers should wear their high visibility jackets, and halt traffic to ensure students cross the road safely.

Evacuees entering Stourcliffe Alley should make their way to **Wythburn Place via George Street.**



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### IV. Assembly Point Procedures

On entering Wythburn Place arrange into 5 Assembly groups as follows: (see also Appendix A: Assembly Point Stations)

- Group 1: **Students**, arranged by mentor group
- Group 2: **Evacuation Control** [Director, Learning Systems Coordinator & Finance & Operations Director]
- Group 3: **Fire Marshalls & Reception**
- Group 4: **Staff, guests, visitors, contractors and substitutes**
- Group 5: **Wellbeing Team**

#### Group 1: Students & Mentors:

- Mentors to line up students by group
- Remind students to remain silent and device free
- Take register, using attendance list distributed by the receptionist and report any missing persons to an assigned Fire Marshall
- Keep students informed of events

#### Group 2: Evacuation Control

- Controller to receive information;
  - Evacuation - confirmation that all floors & areas have been cleared
  - Student records - any missing persons
  - Staff records - any missing persons
  - Status of premises
- Liaise with Landlord [WLS]
- Liaise with emergency services
- Contact alternative muster points: Sylvia Young Theatre School
- Contact Parents, if required
- Maintain a Decision Log
- Make Health & Safety decisions, including dispersal arrangements, according to circumstance
- Give the all clear to return to the building

#### Group 3: Marshalls & Reception

- Purchasing & Facilities Manager to take Evacuation “Grab Bag”
- Reception to take sign-in sheets and iPad to access Envoy system
- All Fire Marshalls to provide information to Evacuation Control that all floors have been cleared

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- Specified Marshalls to liaise with mentors 1 - 6, 7-12, 13-18, 19-24, confirming registration and any missing persons. Report to Reception.
- Reception to reconcile manual sign-outs/registration with assembly registration
- Reception to collate information on all registration and any missing persons
- Reception to report all information to Evacuation Control

#### **Group 4: Staff, guests, visitors, contractors and substitutes**

Staff, guests, visitors, contractors and substitutes to assemble, quietly and device free. A designated staff member will take staff/guest register and report to Reception the attendance and any missing persons

#### **Group 5: Wellbeing Team**

Wellbeing Team members to be available for health or wellbeing concerns.

### **V. Alternative Emergency Venue**

**Alternative emergency venue:** The Sylvia Young Theatre School, situated (150m north on Seymour Place) if deemed necessary. A member of the leadership team, or a Fire Marshal, should call ahead to give warning that the school is on its way. Contact: Sylvia Young Theatre School, Nutford Place, W1H 5YZ (020 7258 2330)

## **D. Specific Evacuation Requirements**

### **a. Restricted Accessibility**

Those with restricted access or different mobility needs (such as wheelchair users) should be made known to a Fire Marshal who will be responsible for assisting them in case of a fire/evacuation. Where possible, those with restricted access should make their own way out of the building via the nearest available exit. The deaf, hard of hearing, blind, and visually impaired should, if unaccompanied, be made known to a Fire Marshal who will be responsible for assisting them in case of a fire/evacuation.

### **b. Persons with Dyslexia**

Where a person is known to have dyslexia, they should verbally be made aware of the escape routes, additionally walking the relevant route if necessary.

## **E. Personal Emergency Evacuation Plans**

Personal Emergency Evacuation Plans are available for risk assessed students, staff, contractors and guests. Refuges are made available where required, based on risk

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assessment. In support of a personal emergency evacuation plan, a buddy system will be operated under the administration of the School.

### F. All Clear Signal

Fire Marshals will be informed by the administrator in charge to pass on the word that it is safe to re-enter the building.

### G. Fire Drills

- a. Fire drills will be conducted throughout the school year with the first one to take place in early September.
- b. The first drill will be announced to staff only and the learning mentors should review with students the fire evacuation procedure.
- c. At least two or more fire drills will be held, one during term two and the other during term three.
- d. An electronic report follows each drill, which is completed by the site designated Health & Safety Officer. Copies of this report are maintained in the school office and are available for review.

### H. Alarm testing

The fire alarm is tested at regular intervals. If it sounds for more than 10 seconds then the normal evacuation procedures must be followed.

### I. Inspection, Services, Training, Equipment

#### a. Inspections

The school will register the appropriate report with the Department for Education. The school will have either:

- i. Written confirmation from the Fire and Rescue Service that they have approved the Fire Risk Assessment in principle, or
- ii. Documentation / certificate issued by an independent fire safety advisor, reviewed every two years.

#### b. Services

Additional or regular inspections of the fire alarm system and extinguishers are carried out by the certified firms.

#### c. Training

All new staff are taken on tour of the school by the site designated Health & Safety Officer (the Finance and Operations Director) or the School Director and are given explanation of the fire evacuation procedure. At the start of each school year, all staff



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are expected to review the fire evacuation procedures as made available through the [Halcyon Staff Resource website](#). The site designated Health & Safety Officer will arrange Fire Safety, Fire Awareness and Fire Warden training sessions for staff.

### d. Extinguishers

Fire extinguishers are located at the following points, but they should only be used to clear the path to an emergency exit if necessary.

Type of Extinguishers	Used to Extinguish	Location
C02 Black Label	Liquid Electrical	LG1 Lab; Reception; Mezzanine; First Floor; Second Floor; Staff Lounge (Second Floor)
Fire Blankets Red Label	All types	Kitchen; LG1 Lab; M2
Foam Cream Label	Wood Paper Textiles Liquid	LG1 Lab; Reception;
Water Red Label	Wood Paper Textiles Solid material	Mezzanine; First Floor; Second Floor
Powder Blue Label	Wood Paper Textiles Liquid Electrical	Second Floor

### e. Fire risk assessment

A risk assessment will be compiled annually or when required. The aim of the assessment is to identify the hazards and list any control measures to eliminate or reduce risks from dangerous/hazardous substances and fire. It must show all things that have been done and all things that need to be done. The assessment must consider all staff,

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students and visitors to the school.

*Approved by Board of Trustees February 2013. Reviewed 05 November 2013.*

*Approved by Board of Trustees January 2014. Amended 11 August 2014. Revised 12 December 2015. Approved by Board of Trustees 17 February 2016.*

*Revised 01 November 2016. Revised 10 March 2017.*

*Revised 01 September 2017. Approved by Board of Trustees 07 September 2017.*

*Revised, reviewed and approved by the Board 20 September 2018.*

*Revised, reviewed and approved by the Board 17 September 2019*

*Revised, reviewed and approved by the Board of Trustees, September 24 2020.*

*This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*



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### Appendix A: Assembly Point Stations

