



HEATHFIELD SCHOOL

Fire Safety Procedure

Policy Area:	Health and Safety
Relevant Statutory Regulations:	ISSR 2014 Part 3 NMS Part E Health and Safety, Standards 9 and 10 Part II of the Regulatory Reform (Fire Safety) Order 2005 Fire Safety Act 2021 Fire Safety (England) Regulations 2022 Health and Safety at Work etc. Act 1974 Management of Health and Safety Regulations 1999 Dangerous Substances and Explosive Atmospheres Regulations 2002
Key Contact Personnel in School	
Nominated Member of Leadership Staff Responsible for the policy:	Bursar
Version:	2025.01
Date updated:	01 September 2025
Date of next review:	01 September 2026

Fire Drill and Evacuation Procedures

On discovering a Fire:

- Raise the alarm immediately and call 999;
- Leave the building, quickly and calmly, via the nearest emergency exit;
- Close doors behind you;
- Proceed to the Assembly Point.

On hearing the alarm:

- Leave the building quickly and calmly by the nearest exit;
- Close doors behind you;
- Go to the Assembly Point.

The Assembly Point for the School is the Lacrosse field, in front of the St Mary's Theatre.

When the alarm is raised:

- Do not use lifts;
- Do not stop to collect belongings;
- Do not return to the building for any reason.

General

Any member of staff or pupil who discovers a fire should immediately raise the alarm so that evacuation procedures can commence.

The fire alarm can be triggered by pressing the black button at any of the red box alarm points around the School. These are well defined and clearly visible.

The fire alarm is a continuous pulsating siren which can be heard throughout the School and its outbuildings.

Nominated staff will have certain responsibilities for fire procedures depending on the time of day or night when the alarm is sounded.

No attempt should be made to close windows, but doors should be closed by the last person leaving a room.

The safe evacuation of everyone - staff and pupils alike, is the School's priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher before they have been trained in its use. Regardless, fire extinguishers should only be used when the fire is in its early stages and does not constitute too large a risk to the individual.

Procedures and Staff Responsibilities

A summary table of roles and responsibilities is found at the end of this procedure.

The **Operations team** are on site from 08.00 to 16.30 hours Monday to Friday to assist in carrying out these procedures.

The Head will have overall responsibility for fire procedures and evacuation of staff and pupils from the school building in the event of a fire. Duties will include:

- Responsibility for behaviour of all staff and pupils at the Assembly Point;
- Ensuring that there is an effective method of defining which pupils and staff might be absent at the Assembly Point at any given time. This may include the checking of teaching and support staff against registers and pupils against Swimming Pool, Medical Centre, School Trips & Fixtures, Examination and Form lists;
- Ensuring that a 'buddy' system is in operation for any pupil who may not hear the alarm bell due to a hearing or visual impairment, and that staff are aware of it;
- Any subsequent action, including phoning the Fire Brigade, in the event of an actual fire. It is essential that the Head takes their school mobile phone with them to the Assembly Point;
- Appointing a Fire Officer and Deputy Fire Officer or persons with similar duties;
- Ensuring that all pupils and staff, including external examination invigilators, contractors and visitors, know what they must do in the event of a fire alarm.

Whilst the Head has responsibility for ensuring the above are in place, she may wish to delegate some or all of these responsibilities to a designated representative, ("the Lead"), who will take active control during an evacuation.

Staff, visitors and pupils use Sign In App to register in and out of the School site each day. This is used to produce the Daily Fire Register File (also known as the Evacuation Report).

The **Lead** will:

- Be the Fire Officer during all fire drills and evacuations;
- Take overall charge at the Assembly Point for pupils and staff, including directing operations as appropriate;
- Ensure that all records or lists of pupils are available and up to date with pupils and boarding status. Available from the red boxes by St Mary's Theatre in order to determine if there are any pupils who might be missing and take registers.
- Health Centre Form and Trips lists will be required by the Lead;
- Liaise with the Deputy Lead on duty at the fire panel;
- Stand the staff and pupils down in the event of a false alarm;
- Advise the Bursar of any recommendations they feel will help the efficiency of the fire drill or associated procedures;
- Ensure that no unauthorised persons enter the School during a fire alarm, until instructed that it is clear to do so.

The **Deputy Lead** will:

- Ascertain where the fire may be, establish whether it is a real or a false alarm, and be in contact with the Lead at the Assembly Point;
- Silence the alarm in the event of a false alarm, and then communicate findings to the Lead at the Assembly Point;
- Phone the Fire Brigade in the event of a real fire, communicate findings to the Lead at the Assembly Point. It is essential that the Deputy Lead takes a mobile phone with them to the fire panel;
- Contact the Head or Bursar in the event of a real fire.

Teaching staff will:

- Help implement evacuation procedures;
- Help pupils evacuate the building;
- Ensure that silence is maintained by the pupils and staff during a fire alarm procedure;
- Ensure that they make lists of any pupils and staff who are either on trips, in examinations, in the

- swimming pool, or on any other School activity for which they have a responsibility;
- Be prepared to help the Lead at the Assembly Point, if requested to do so;
- Gather in silence on the lacrosse pitch. No staff are to stand on the driveway.

All Staff not actively involved in the fire drill , during the period of their normal working day, will:

- Line up alphabetically, in first name order, in silence on the grassed area outside the Bursar's office, overlooking the lacrosse pitch.

The **Bursar** (or their nominated delegate) is responsible for collating staff registers via the Sign In App, reporting any missing staff to the Lead.

Nursing Staff will go directly to the Assembly Point and make available to the Lead the names of any pupils absent from School due to sickness. In the case of there being any really sick children in the Health Centre, the nurse on duty will accompany the sick pupils to a safe area near the Assembly Point, so as not to leave them alone in the Health Centre. The Senior Nurse will advise Teaching Staff of any pupil with a hearing impairment, so that a 'buddy system' can be arranged in advance of any fire alarm procedure. Nursing staff are responsible for completing PEEPs for staff and students (see Appendix 2 and 3).

Pupils should:

- Exit the building via the nearest escape route, following the 'green man' directional signs to the Assembly Point;
- Line up alphabetically, in Form order, at the Assembly Point as instructed;
- Maintain silence throughout the entire proceedings until roll calls have been taken and they have been instructed that it is safe to re-enter the building.

Any pupils or staff in the swimming pool building will be alerted of the fire alarm by a member of the Senior Leadership Team ("SLT"), who has taken instruction from the Lead at the Assembly Point. The pool staff will assemble the pupils inside the pool building and take a register. The register will then be handed to the **Lead**, or their delegated appointee, at the Assembly Point. Pupils will remain in the pool building unless required to evacuate.

All **visitors** and any pupils not in a classroom must make their way to the Assembly Point via the nearest escape route.

During public examination periods, **Invigilators** will remind the candidates that they must stop writing, leave their papers and scripts as they are, and remain silent subject to Examination Regulations. Also, invigilators will advise candidates that they will incur the usual penalties if they communicate with each other or anyone else in any way, except for safety reasons in case of extreme danger. Invigilators will collect the attendance register before vacating the examination room and will note the time the interruption lasts in order to permit candidates the full time allowed for the exam on their return to the exam room. Finally, invigilators will make a full report of the incident and the action taken, which will be sent to the awarding body.

Examination candidates must evacuate examination rooms in accordance with the School's fire procedure and should line up in alphabetical order, separate from the rest of the School. They will be registered by a member of staff appointed by the Headmistress, at the Assembly Point.

Once the "All Clear" signal has been given, staff can return to their posts and the pupils can be dismissed by year groups and quietly return to their normal programme.

The fire log is updated on Teams immediately after the fire drill/alarm activation by the Lead. All missing pupils and staff are recorded. Subsequently, all paperwork relating to fire registers is handed to the Operations Manager for filing purposes.

The Operations Manager, or their delegated representative, will:

- Be the Deputy Lead during the normal School operating day between 08:00 and 16:00 hrs Monday to Friday, being the link between the fire panel and the Lead at the Assembly Point. This will also involve directing Operational staff (at least two) to investigate whether the fire is real or not;
- Phone the Fire Brigade in the event of a real fire, communicate findings to the Lead at the Assembly Point. Open the automatic gates on London Road and stand in a prominent position at the front of the School to brief the Fire Brigade on their arrival. It is essential that the Operations Manager takes their mobile phone with them to the fire panel;
- Silence the alarm in the event of a false alarm, and then communicate findings to the most senior person on duty at the Assembly Point;
- Advise the Bursar of any recommendations they feel will help the efficiency of the fire drill or associated procedures.

The **Fire Brigade** have ultimate authority on all fire related matters once they are on site. No staff or pupils will be permitted to move from the Assembly Point until the Brigade Officer has given the authorisation for them to do so.

Sixth Form Centre and Wyatt House

These buildings have stand-alone fire systems which are linked to the main school system. At all times an alarm triggered in the main school will also trigger these buildings and vice versa. The Houseparent(s) on duty in the Sixth Form Centre and/or Wyatt House will take responsibility for evacuating the pupils.

ROLE	LEAD	DEPUTY LEAD	TUTORS / HOUSEPARENTS ("HP")	SENIOR ON DUTY (HoY)	SLT ON DUTY (Not Overnight)	STAFF
WHO	Mon-Fri 0800 – 1600: CWE is the Lead (AVA when CWE is off-site and WRE if CWE/AVA not available) Mon-Fri 1600 - 0800 and weekends: HPs are the Lead per the Boarding rota	Mon-Fri 0800 – 1600: PB Mon-Fri 1600 – 0800 and weekends: HPs are the Deputy Lead per the Boarding rota	Mon-Fri 0800 – 1600: Tutors (with HPs present and covering) Mon-Fri 1600 – 0800 and weekends: HPs (Tutors present if onsite)	If Senior on Duty is offsite the HoYs accept this responsibility collectively	Only when on active duty	When appropriate
RESPONSIBILITIES	Times evacuation, fills in Fire Log, maintains Fire Box	Times evacuation, steps up to Lead if needed	Registers pupils	Register staff		
ACTIONS	Get phone (and sweep through if appropriate)	Get phone (and sweep through if appropriate)	Get phone (and sweep through if appropriate)	Get necessary paperwork and head to Assembly Point	Head to Assembly Point	Evacuate all pupils/staff from your classroom/office/area
	Go to Fire Box (code 2222), put on High Viz and hand out registers	Go to Fire Panel and note area/call point/fault	Go to Fire Box to collect register	Register all staff	If Lead not present hand out registers from Fire Box (code 2222)	Head to Assembly Point

	Monitor registration from top of steps at assembly point	Once everyone has exited the buildings silence and reset the alarm	Register pupils	Be ready to assist Lead	Be on LAX Field assisting in control of pupils, maintaining a quiet, serious atmosphere.	Be ready to assist Lead
	Once registers are complete help Tutors/HPs to identify missing pupils and get Tutors/HPs to call them	Wait for 1 minute. If alarm does not go off report this to Lead and investigate.	Report to Lead and follow up any missing pupils		Be ready to assist Lead	
	Respond to Deputy Lead ("DL")'s report	If alarm goes off again, note area/call point/fault. Only investigate if safe to do so.	Continue monitoring pupils and be ready to assist Lead			
	If DL reports smoke/heat in a certain area call 999 IMMEDIATELY – keep everyone away from building	IF AT ANY TIME YOU SMELL OR SEE SMOKE OR FEEL HEAT BEHIND DOORS YOU ARE ABOUT TO ENTER THEN LEAVE THE BUILDING				

		IMMEDIATELY AND REPORT TO LEAD				
	If DL reports non- resetting sensor/call point/fault BUT NO SMOKE/FIRE then call Emergency Number for Maintenance - allow pupils back into building	Once smoke sensor or call point has been identified silence alarm and report to Lead and then assist Lead				

Appendix 2 – Personal Emergency Evacuation Plan for Pupils

A completed form should be held:

- In the pupil's personal records;
- By the Health Centre;
- By the Bursar;
- By the Fire Officer;
- By the pupil's Tutor; and
- By the Houseparent.

Note: This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or pupil) is anticipated or identified.

Pupil's Name:			
Bedroom Number or Name:			
Location of bedroom in building:			
Tutor's Name:		Tel: Ext No:	
Date Completed:			

Name of Person who Completed this Form:	
Date Completed:	

Date of Next Review:	
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Points to consider: In preparation for completing details in this form, consider the following; discuss with the parents/guardian and, if appropriate, the pupil.

Question	Answer	Comments
Does the pupil change classrooms during the course of the day, which takes them to more than one location within the building and other buildings?	Yes No	
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?	Yes No	
Does the pupil have any difficulties hearing the fire alarm?	Yes No	
Are they likely to experience problems independently travelling to the nearest emergency exit?	Yes No	
Does the pupil find stairs difficult to use?	Yes No	
Are they dependent on a wheelchair or other walking aid for mobility?	Yes No	
If the pupil uses a wheelchair would they have problems transferring from the wheelchair without assistance?	Yes No	
Does the pupil have behaviour issues, e.g. noise sensitivity, fleeing, aggression?	Yes No	
Does the pupil have any medical concerns that could affect their evacuation of the building e.g. Epilepsy etc?	Yes No	

METHODS OF ASSISTANCE:

(e.g.: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):**EVACUATION PROCEDURE:**

(A step by step account beginning from the first alarm)

SAFE ROUTE(S):

	Yes	No	N/A
Have the route(s) been travelled by the pupil and responsible person?			
Has a copy of the exit route on plan been attached?			
Has the equipment detailed above been tried and tested?			
Have all issues been completed to full satisfaction?			
Has a copy of this form been sent to the person responsible for the fire evacuation?			
Has the fire safety competent person informed all relevant staff of these arrangements? e.g. Class teacher.			

Record the length of time of practice evacuation: minutes

If No to any of the above please explain:

Pupil's Signature:		Date	
Head Signature:		Date:	

List of people who have received a copy of this completed document:

Appendix 3 – Personal Emergency Evacuation Plan for Staff

A completed form should be held:

- In the Staff members personnel records;
- By the Head;
- By the Bursar;
- By the Fire Officer.

Note: This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or staff member) is anticipated or identified.

Staff Name:	
Teaching or working area	
Location of working areas:	

Name of Person who Completed this Form:		
Date Completed:		

Date of Next Review:	
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Question	Answer	Comments
Does the staff member change classrooms during the course of the day, which takes them to more than one location within the building and other buildings?	Yes No	
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?	Yes No	
Does the staff member have any difficulties hearing the fire alarm?	Yes No	
Are they likely to experience problems independently travelling to the nearest emergency exit?	Yes No	
Does the staff member find stairs difficult to use?	Yes No	
Are they dependent on a wheelchair or other walking aid for mobility?	Yes No	
If the staff member uses a wheelchair would they have problems transferring from the wheelchair without assistance?	Yes No	
Does the staff member have any medical concerns that could affect their evacuation of the building e.g. Epilepsy etc.	Yes No	

METHODS OF ASSISTANCE:

(e.g.: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):**EVACUATION PROCEDURE:**

(A step by step account beginning from the first alarm)

SAFE ROUTE(S):

	Yes	No	N/A
Have the route(s) been travelled by the staff member and responsible person?			
Has a copy of the exit route on plan been attached?			
Has the equipment detailed above been tried and tested?			
Have all issues been completed to full satisfaction?			
Has a copy of this form been sent to the person responsible for the fire evacuation?			
Has the fire safety competent person informed all relevant staff of these arrangements?			

Record the length of time of practice evacuation:minutes

If No to any of the above please explain:

Staff member Signature:		Date	
Head's Signature:		Date:	

List of people who have received a copy of this completed document: