



Odyssey House School - Highgate

Fire Safety Management Policy

Author / reviewer:	Simon Reynolds	Designation:	Chief Operating Officer (COO)
Date:	1st September 2022		
Approved by:	Charu Kashyap	Designation:	CEO & Co-Founder
Review date:	September 2023		

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FIRE SAFETY MANAGEMENT POLICY

The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first.

In addition, it is expected that the school will put in place a management system / policy and procedures to deal with fire safety and prevention.

The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the school's commitment to fire safety.

The school aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors. The arrangements allow for routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

FIRE SAFETY STATEMENT

The school's primary focus is for the safety of its children, employees and visitors, to that end the fire safety management of the school is based around "life safety". The school has put procedures in place to protect records, but this is not the primary focus.

The school aims to provide an environment which is safe, and which always promotes fire prevention. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The school Governors and the Senior Leadership Team (SLT) are ultimately the recognised responsible people. In practice responsibility for fire safety is delegated to the SLT who manages the school and its fire safety on a day-to-day basis. The SLT has specific areas of responsibility but has delegated defined duties to support staff. Please see fire management responsibilities and the organisation chart for details.

FIRE MANAGEMENT SYSTEM

There is a clear fire management 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 is a sufficient number 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.

Planning

The most recent fire risk assessment was completed on 15th September 2022. It will be reviewed annually or when there is a significant change, whichever occurs first.

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 planning system is proactive and takes a wide range of possible emergencies and incidents into account. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

Organisation

The SLT is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.

The SLT will assign an appropriate member of their team the responsibility to complete each improvement action.

The Administration Team completes fire management tasks. This includes organising the maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.

Fire wardens have been designated (Headteacher + full time Receptionist/Administrator) and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receive fire safety awareness training annually.

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.

SENIOR LEADERSHIP TEAM

The Senior Leadership Team (SLT) is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

The SLT is responsible for ensuring:

- The school has a fire safety management policy and that such a policy is reviewed annually
- That a Fire Risk Assessment is completed and reviewed annually
- 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 fire-fighting systems and equipment are completed and recorded in the fire log book
- That the school emergency plan and evacuation procedures are regularly reviewed
- The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff
- 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 warden 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
- The provision of suitable fire safety systems, i.e. fire alarm, automatic detection and emergency lighting
- The provision of suitable fire safety equipment such as fire doors, fire signs and fire-fighting equipment
- Any fire prevention officer's recommendations and or enforcement notices are complied with.

HEAD FIRE WARDEN

The Head Fire Warden is responsible for:

- Collecting all of the area and classroom information from Teachers and Fire Wardens
- Controlling the assembly point
- Ensuring that fire and rescue service access gates are opened
- During a practice noting escape times and general observations for improvement
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- Providing the fire and rescue service with a detailed (laminated) plan of the building
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- Implementing the major incident site evacuation plan if required.

ADMINISTRATION TEAM

Under the guidance and direction of the SLT, the administration team is responsible for carrying out routing checks and liaising with contractors to get the fire alarm and fire-fighting equipment serviced regularly, as well as alerting SLT of any issues and providing the necessary administrative support to get them resolved. There is a clear system of 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.

In the absence of a Premises Team, the Administration Team are responsible for:

- Organising the formal maintenance and regular testing of the fire alarm
- Organising the formal maintenance and regular testing of the emergency lighting
- Organising the formal maintenance and organising of testing for the automatic detection system
- Organising the formal maintenance and inspection of the fire-fighting 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 SLT
- 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.

SCHOOL ADMINISTRATOR

The main School Administrator is also responsible for:

- Calling the fire and rescue service to ensure that they have been notified of the alarm
- Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation
- Ensuring that visitors and contractors are signed into the building and are notified as to the evacuation procedures
- Where appropriate escorting visitors and contractors from the building
- Collecting information such as contact details of parents
- Taking such information to the assembly point for use in a major incident / site evacuation.

TEACHERS

The Teachers are responsible for:

- Acting as fire wardens when evacuating their class from the school
- Ensuring that their own 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 Administration Team or SLT, and via the Intranet Maintenance/H&S form.
- Ensuring that new pupils are suitably trained in evacuation procedures
- Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan is put in place
- Following school evacuation procedures including reporting to the head fire warden with the results of the register check
- Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the head fire warden announces that the school is safe
- If required, being aware and trained in the major incident evacuation plan 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 WARDENS

The Fire Wardens / Support Staff (given responsibility) are responsible for:

- 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 Administration Team or the SLT, and via the online form on the Intranet.
- Reporting to the Head fire warden at the assembly point to notify them of the occupancy status of their area
- Assisting the head fire warden 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.

HIRERS and EXTENDED SCHOOL PROVIDERS

All hirers and contracted users of the premises will receive written details of the fire procedure as part of the hire 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.

FIRE MANAGEMENT ORGANISATIONAL CHART

Odyssey House School

Judicium Education
Health and Safety
Consultants

Senior Leadership Team

Head Fire Warden

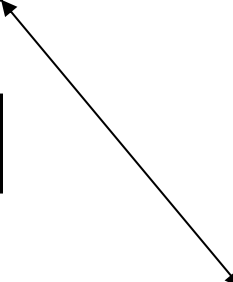
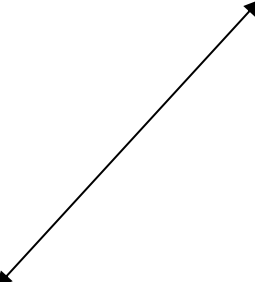
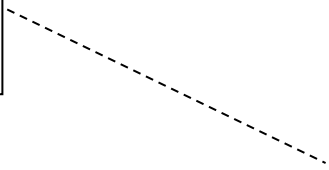
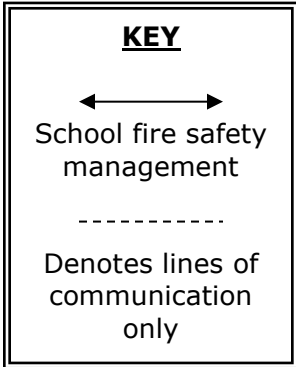
School Administrator

Contractors and Visitors

Fire Wardens

Teachers

Pupils





Odyssey House School

Fire Safety Management Policy

Member of Staff Acknowledgement

All members of staff with fire safety responsibilities (all staff) should be issued a copy of the policy and be required to sign the staff acknowledgement slip.

I have read the school Fire safety management policy and agree to follow the procedures outlined in the policy.

Staff Name: _____

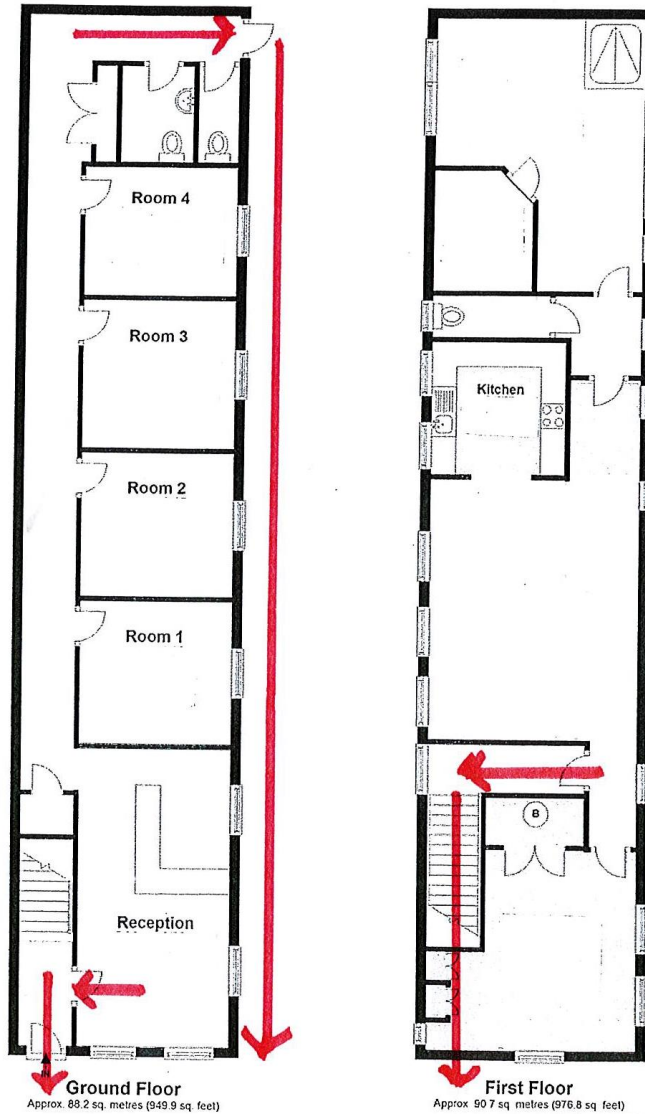
Position: _____

Signature: _____

Date: _____

APPENDIX 1 – OHS Emergency Evacuation Plan

**EMERGENCY EVACUATION PLAN FOR
2C NORTHWOOD ROAD, LONDON, N6 5NT**



ASSEMBLY POINT

Against the wall of the Winchester House building to the left of the front gate

Appendix 2 – OHS School Evacuation Procedure

Extract from Fire Safety Policy

Appendix B: Emergency Fire Procedure

The following information details the Fire Emergency Evacuation Procedures to be adopted for Odyssey House School to ensure that all persons safely evacuate the building and can be accounted for.

GENERAL FIRE PRECAUTIONS:

The position of all fire exits from the building, fire extinguishers and fire alarm 'Break Glass' call points must be familiar to all staff. The fire doors in the building should be unobstructed to allow them to close. All corridors and fire exits must be kept clear at all times.

MEANS OF GIVING WARNING:

Odyssey House School has a clear fire evacuation procedure, whereby all present in the premises will be alerted to the danger and guided to leave the premises.

In case of fire a member of staff will shout out "Fire!" to alert all people on site (the size of the building allows this process) and will then trigger the fire alarm by using the nearest 'Break Glass' call point.

FIRE EVACUATION PROCEDURE:

On hearing the fire alarm, nominated staff will evacuate pupils, staff, visitors and contractors using the fire exit routes to the designated assembly point.

ACTION ON DISCOVERING A FIRE:

In case of fire, a member of staff will trigger the fire alarm by using one of the three 'Break Glass' call points that are located within the building (two on the ground floor and one on the first floor).

If the fire obstructs the escape route, the nearest portable fire extinguisher of the correct type should be used to control the fire to aid escape.

Upon being alerted that a fire has broken out, the Nominated Fire Representative must determine the exact nature of the situation and take charge until the arrival of the local Fire Service, which they should brief on arrival.

CALLING THE FIRE BRIGADE:

Where it is confirmed that a fire has broken out, the Responsible Person will call the Emergency Services.

When connected to the Fire Service the exact address of the site of the fire should be clearly given, i.e.:

- Odyssey House School, 2c Northwood Road, London, N6 5TN

Other relevant details should also be given, e.g. Fire in classroom – evacuation in progress

Do Not end the call until the address has been repeated back to the caller.

Where the fire is in the area of the office used to call the Fire Service, evacuate to the designated Assembly Point, and use a mobile phone to contact the Fire Service.

Response following the Sounding of the Fire Alarm

All staff, pupils, contractors and visitors should leave the building by the nearest fire exit route (indicated by the green and white 'running man' Fire Exit signs).

Any staff members escorting a visitor with disabilities should assist the visitor to evacuate the building. All staff will assist the pupils in their care.

All staff members, visitors and contractors should assemble at the designated assembly point. A roll call will take place at the Assembly Point. Staff must advise the Fire Marshal if unable to account for anyone located in a room indicated by the fire alarm / fire incident.

Nominated Responsible Person

This person will be the Responsible Person on duty:

The Responsible Person must organise immediate evacuation to the designated assembly point and ensure people do not move away from the protected area.

- The Responsible Person must take the grab bag
- The Responsible Person must put on a hi-viz Jacket, kept in the Emergency Grab Bag.
- He/she will then ensure that the Fire Service has been called, as indicated.
- The Responsible Person will check that a complete a roll call has been carried out.
- He/she will then meet and liaise with the Fire and other emergency services that may attend and give relevant information.

Fire Marshals

The Marshals will put on hi-viz Jackets stored in the Odyssey Bag in reception.

The Marshals will conduct a quick but thorough sweep of all rooms including toilets and close all doors and windows (where necessary).

They will report to the Responsible Person, giving details of fire location if known, and if all persons have been accounted for.

ACTION AT THE ASSEMBLY POINT

Roll-call:

The Responsible Person will confirm that each teacher has completed a roll call as soon as possible, and receive information from the Fire Marshals following the sweep of the premises, to ensure all persons are either accounted for or not accounted for.

All persons must stay in the designated area.

Please Note: No persons other than the designated Fire Marshals should re-enter the building until the all clear is given.

Only after being confirmed by the Fire & Rescue Service Officer that all is safe, should the Responsible Person allow pupils, staff, visitors and contractors to leave the assembly point and re-enter the building.

Liaison with Emergency Services

The Responsible Person should meet the Fire and Rescue Service on arrival and provide the plan from the Emergency grab bag and any relevant information to ensure the safety of all persons in the premises.

STAFF TRAINING:

All staff must be trained to be competent to complete the roles indicated in the Fire Emergency Evacuation plan. This training must be recorded in the fire log book and in the school's training records.

Appendix 3 – OHS Fire Risk Assessment

See Judicium FRA 15/09/2022 in OHS Fire Safety Manual