

HAMPSTEAD FINE ARTS COLLEGE FIRE SAFETY POLICY & PROCEDURES

Reviewed: 25 August 2026-Sarmad Ismail (Health & Safety Manager)

Approved By: Emmy Schweiters (Principal)

Next Review Date: 25 August 2027

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**HAMPSTEAD FINE ARTS
COLLEGE**

Introduction

It is the overall aim of Hampstead Fine Arts College to minimise the risks to pupils, staff and visitors which may arise from fire. This will be achieved by working to ensure precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Responsibility of all College Staff

All College staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that students, for whom they are responsible, are informed of the fire procedure.

Staff must familiarise themselves with the following arrangements:

- A practice fire drill/evacuation will be held every half term for Centre Studios & Parkhill
- The Fire Panel and Call Points are checked weekly across the college
- On discovering a fire, activate the nearest fire alarm.
- There are both passive and active fire safety measures in case of a fire and these are maintained and tested; passive measures (fire doors with seals) and active measures (smoke alarms, smoke ventilation, emergency escape lighting, portable fire extinguishers).
- Do not tackle a fire unless it is small, and you have been trained to do so. Your first duty is to ensure that the College is alerted and that the students in your charge are evacuated safely
- The Designated Fire Marshals will evacuate the buildings on hearing the fire alarms
- The College Administrator/Fire Officer/ Designated Fire Marshal will call the Fire Brigade once it has been established that there is a fire. All false alarms will be logged
- The Designated Fire Marshals will check their area, ensuring that the buildings are completely evacuated
- If possible and without anyone being put at risk, all windows should be shut on exiting
Doors should be closed by the last person vacating a room, corridor or lobby and leaving the building
- Students and visitors will be expected to exit the building quietly and calmly (see Rules below) and to line up in the Assembly area

- Staff, students, and visitors should follow the instructions on the Evacuation Notice in the room and the Evacuation Signs for the route of exit, unless circumstances dictate otherwise.

Classes will line up at the following Assembly Points as indicated on the Evacuation Notice:

Centre Studios/51 Englands Lane/43 Englands Lane	Chalcot Gardens
2 Parkhill	Back of Parkhill to assemble in classes on garden/court

The Fire Officer, or in his/her absence a Designated Fire Marshal is the Controller of the assembled College.

The following procedures for checking for safe evacuation will apply:

Responsible Person	Duty
Designated Fire Marshals	See Below-Fire Marshal names are on notice boards throughout college
Designated Office Staff Class Tutors	Bring out class registers and distribute to appropriate teachers Call register and report any missing pupil to Fire Officer immediately
College Administrator(s)	Brings out Visitors' signing-in book, check visitors' presence and report anyone missing to the Fire Officer immediately. Bring the student absence list and classroom timetable

- If appropriate, students with special educational needs or will have designated members of staff to support them
- All staff without a specific duty must report to the Fire Officer or designated person to be available to provide support.
- Contractors and visitors will be told about Fire Safety and shown the Assembly Point where they will be checked by the College Administrator
- The Fire Officer/Designated Fire Marshal will direct the Fire Brigade to the site of the fire
- No one will re-enter the building until instructed to do so
- After each drill or real emergency, the Health and Safety Manager will review the effectiveness of the procedures.

- Other staff will be asked to comment if they think that the system could be improved

Instructions on what to do in an emergency are displayed in every room

It should not take more than four minutes to evacuate any building

In the event of a real fire, which makes at least one of the buildings unusable for a while, parents will be notified at the earliest possible moment of new arrangements and of the future plan of action.

Fire Marshal Role

Fire Marshals will familiarise themselves with the Fire Safety arrangements. This information alongside a copy of this policy is sent to Fire Marshals.

Fire Marshals will familiarise themselves in their designated areas of:

- Call Points locations
- Escape routes (main and alternative)
- Fire Extinguisher placements
- Types of extinguishers and their use
- Refuge Point (if one has been allocated)

It must be noted that:

- No one is required to put themselves at unnecessary risk in the event of a fire
- Only a trained person should ever use a fire extinguisher and only on a small fire (e.g. a waste bin) and only once the alarm has been sounded and the room is clear
- The advice is to evacuate the buildings on hearing the fire alarms
- The Fire Brigade will be called when it has been established

On hearing the alarm, the Fire Marshal will:

- Be available to direct students to the nearest escape route
- Check to ensure that assistance is available at Refuge points for those who need it
- Call for assistance, if not
- Check that their area is clear of all people

In checking Fire Marshalls will:

- Look in all rooms, toilets, walk-in cupboards, and any other area known to be used by staff or students e.g., common room, where students spend study breaks.
- Ensure corridor doors and the final exit door are closed behind her/him as s/he leaves

Fire Marshals have full authority to instruct people to evacuate the premises and should report anyone who refuses to leave immediately to the person in charge (this is disciplinary matter).

Fire Marshals must be aware of the plan for the safe evacuation of anyone with special educational needs or disabilities in their designated area. (See PEEPs below)

Once they have checked their designated area, the Fire Marshals will:

- Report that this has been done and what the status of that area is (clear/ someone refusing to leave/ someone trapped, etc.) to the person in charge.
- In the event of a person being trapped this should be communicated by the quickest possible, practical means to the Fire Officer

Fire Marshals are then requested to be available in order to further aid the Fire Officer, if necessary.

They are advised not to enter a room where there is sign of fire as the opening of the door may increase the intensity of the fire or spread it, so further endangering life.

Fire Marshals will receive "hands-on" training in the use of Fire Extinguishers, which will enable them to tackle small fires.

Fire Marshals must be aware of the procedures for False Alarms; to continue as if it is a real fire/drill procedure until fire officer has given update on false alarm.

Fire Evacuation during Public Examinations

Rooms where Public Examinations are taking place will not be evacuated unless instructed to do so directly by the Exams Officer or another member of Staff, and will then be evacuated as per the exam policy

Rooms where ONLY internal examinations (including mocks) are taking place will be evacuated in the normal manner.

Fire Safety Rules for Students

These should be read at the start of each term

Make sure you are familiar with the Evacuation Procedures displayed in all main rooms and areas. You will practice a Fire Drill each half term to help you be better prepared to get out in the event of a real fire:

- 1) Always follow the directions of your teacher/member of staff during evacuation of the building
- 2) Keep noise to a minimum
- 3) Shut doors on the way out, if you are instructed to do so or are the last person through them.
- 4) Leave immediately by the designated escape route, if safe to do so, otherwise take the alternative escape route
- 5) Keep in single file
- 6) Move quickly but do not run
- 7) Assemble with your Subject Tutor at the designated assembly point
- 8) You are not allowed to go back into the building for anything

Personalised Emergency Evacuation Plans (PEEPs)

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will devise a PEEP for that person.

Bomb Threat

There is in principle, no difference between a bomb threat and any other need to evacuate the College. On evacuation, bags and possessions should be left, and mobile phones must be switched off, radio communication devices should not be used. The assembly point may be moved subject to the specific nature and location of the threat.

Invacuation (Lockdown)

In the unlikely event of a dangerous incident occurring in the vicinity of the College (such as a riot or the presence of an armed assailant, for example) the College has safety procedures in place to protect the students, staff and visitors.

Fine Arts College has a separate Invacuation Policy to account for these scenarios and ensure the college community is safely prepared for such an occurrence.

FIRE SAFETY POLICY

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

This policy expands on our general health and safety policies. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings including any occupied under a tenancy agreement. Its requirements extend to everyone on the premises, legitimately or otherwise.

The aim of this policy is to achieve a 'fire safe' environment for all staff and students, which will reduce to a minimum the risks to life, to property, to business loss and of personal injury. To achieve this, we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct, and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

...**Sarmad Ismail (Health & Safety Manager)** has been appointed to take charge of fire safety in this business.

Signed.  Head/Principal

Date25.08.2026.....