

## Norfolk House School



### **Fire Safety and Prevention Policy**

This policy applies to all pupils at Norfolk House School, including those  
in the Early Years Foundation Stage (EYFS)

Reviewed: August 2025

Next review: August 2026

## **KEY STAFF FOR FIRE SAFETY AND PREVENTION**

**Headteacher:** **Tej Lander**

**Chair of Health and Safety Committee:** **Karen Davies**

**Lead Person for Fire Safety  
("the competent person"):** **Karen Davies**

**Fire Wardens/Fire Marshals:** **Irene Joannides  
Deborah Gormley  
Hannah Reynolds  
Vanessa Barreto**

**Education Board** **Steven Wade, David Williams**

## **ADDRESSES OF PREMISES**

**UPPER SCHOOL (Forms 2-6):** 10 Muswell Avenue, Muswell Hill N10 2EG

**LOWER SCHOOL (Pre-Nursery - Form 1):** 5 Princes Avenue, Muswell Hill N10 3LS

Norfolk House School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

## **PERSONS AT RISK**

During a typical working day there could be up to approximately 140 students and 35 staff on the Muswell Avenue school site and 100 children and 30 staff on the Princes Avenue site.

## **FIRE RISK ASSESSMENT**

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages Rowans Fire Safety, Chubb or Churches Fire Safety to undertake its Fire Risk Assessment (FRA). This is undertaken every three years and also at any time when there is a significant change to the building or the way it is used. In the interim years, an annual in-house review of the Fire Risk Assessment is conducted. This is undertaken by the School Business Manager.

Date of recent external Fire Risk Assessments:

- 07/07/2024 on both sites (Rowans)
- 10/03/2025 on both sites (Rowans)

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is to be determined by the Head and School Business Manager in order to respond immediately to any issues that may arise.

## **MANAGEMENT OF POTENTIAL FIRE HAZARDS**

- Boilers, sparks from light switches and other electrical equipment: All boilers are gas fired and are serviced annually.
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a coded lock or padlock requiring a key on the door. These rooms themselves also meet Fire Department regulations concerning fire containment
- Kitchen staff ensure that chemicals used in the kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen are regularly checked.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. Pupils are not allowed to use mobile telephone chargers in school. Chargers for laptops must first be PAT tested and certified before use. New items are tested at the end of their first year in use.
- The school has a policy in relation to the use of socket protectors, which takes account of up-to-date guidance.
- Computers: Computers are in almost every classroom/office, the school office and in mobile units around school.
- Fire doors are installed at the point of high risk.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The School Business Manager liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

## **SUMMARY OF FIRE SAFETY RESOURCES (BOTH SITES)**

- There is a double battery back-up fire alarm system installed.
- Each site has a single main fire escape (main entrance). The Lower School also has a side escape route, with external fire escape stairs at the rear of the building.

- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers and fire blankets

## SUMMARY EVALUATION

- Overall responsibility for fire safety lies with the Headteacher, who delegates the leadership of action in relation to fire safety and prevention to the School Business Manager
- Average evacuation time in standard drills is 2.5 minutes and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time needed to account for everyone at the roll call is 1 minute.
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee **AT ANY TIME.**

## DETAILED EVALUATION

1. The school premises are used for educational purposes only.

2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

- Maintenance of fire extinguishers is undertaken 6 monthly by Churches Fire on the Upper School site and 12 months by Chubb on the Lower School site
- Maintenance of the fire alarm system is undertaken annually by Churches Fire on the Upper School site and Chubb on the Lower School site
- Maintenance of emergency lighting is undertaken termly internally and the 3 hour test is done annual by J Dotson Building Maintenance
- Maintenance of fire detection equipment is undertaken 6 monthly by Churches Fire on MA site and Chubb on PA site

3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. On the Lower School site, there are escape stairs at the back of the school building which are easily accessed from the first and second floors. Fire door escapes exist at the back and front of the Lower School building and there are also external doors to two ground floor classrooms. On the Lower School site, all year groups have an external door on their floor. On the Upper School site, this is only the case for Y3 and Y4. The Upper School site only has internal stairs; there is not external staircase.

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.

5. There are fire alarms, and heat detectors on every floor. Checks are undertaken and recorded as detailed in 8 below.
6. Emergency lighting is in place for all floors and exits. These are checked half termly by the Caretaker. They are also checked visually with the weekly fire point tests. They are tested by J Dotson electrical twice a year.
7. There is a detailed Fire Emergency Plan for the building
8. A fire log book is kept digitally, which includes details of fire drills, staff training, alarm testing and escape lighting.
9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.
10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.
11. On occasion, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.
12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register at the school office/with breakfast club on arrival.
13. Alarm systems are linked across each school site; When a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated.
14. The Upper School's fire alarm control panel is situated in the porch which will indicate the zone of call point activation. The fire alarm panel for the Lower School is sited in the ground floor main corridor (by the main entrance).
15. The fire brigade is called automatically via an off-site monitoring system on the Lower School site. Staff at the Upper School will need to call the fire brigade.
16. The lead Fire Marshall/Headteacher liaises with the emergency services when an incident occurs.
17. Information about access to the school is provided to the emergency services.
18. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

## **ARSON: THREE POINT ACTION PLAN**

1. Deter unauthorised entry onto the site by
  - Installation of a robust fence and gate.
  - Installation of a robust doubly fronted main door
  - Security doors on remaining points of entry
  - An intruder alarm system which is activated once the premises is vacated
  - Ensuring that all windows are closed and locked once the premises is vacated
  - Preventing unauthorised entry to the building by use of video door entry system.
2. Reduce the opportunity to start a fire by ensuring that
  - Refuse containers are not accessible to the road
  - All flammable materials are stored securely in locked fire cabinets
3. Reduce scope of fire damage and any losses and disruptions by
  - Making sure all fire doors are closed
  - Ensuring that any flammable materials are returned to locked cabinets after use.
  - Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
  - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

## **MAINTENANCE AND ROUTINE TESTING**

### Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Fire Warden checks that the fire alarm panel indicates no faults

### Weekly

- The Fire Officer ensures that the fire alarm is tested by using a different call point/ zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

### Monthly

- The Fire Officer ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

### Bi-annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly by the provider (Churches/Chubb)

### Annually

- All fire-fighting equipment is checked annually by the providers (Churches/Chubb)
- Portable electrical equipment is inspected annually and PAT tested by a qualified person
- All gas boilers are inspected annually by a Gas-Safe registered engineer. The inspection will include the cut-off switch.

### Five Yearly

- Mains electrical installation will be inspected every five years by a Registered electrician

## **ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION**

### **Role of Fire Marshals:**

- On hearing the fire alarm, if relevant, each floor/building marshal will check that the floor is evacuated and, **without taking any risks**, ensure that the doors and windows are all closed. He/she will then report to the Senior Fire Marshal that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in under three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- **The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.**
- Report to the person in charge of any person known to be remaining in the building.
- If the fire marshal is also a form tutor, he/she should then follow the procedure outlined below.

#### **Role of Form Teachers:**

- Registers are to be taken by form tutors. Class lists will be provided by the front office staff at the roll call point
- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils.
- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.

#### **Role of teaching staff who do not have a form:**

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose form teacher is not present (see below).
- Assist in ensuring that all pupils proceed quietly to their Form Teachers and remain in a quiet and orderly manner until instructed to return to lessons.
- **It is important not to allow pupils to mix into other groups or in any other way become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.**
- In the event of any staff absences, you may be asked by members of the front office to act on behalf of a particular teacher. If so, you should place yourself in a prominent position and verbally call out for that member of staff's form. Then follow the steps outlined above ("Role of Form Teachers").

#### **Role of members of the office team**

- To ensure that the tutor folders issued to staff in the event of an emergency are kept up to date. These folders should contain the following:
  - A list of each member of that particular form
  - Information of whether each pupil should be present in the building
  - Contact phone number
- The information in the folder should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each form that states which pupil is **not** timetabled to be in the building during each timetabled lesson.
- If the evacuation is not a drill, to dial 999 and call the fire brigade and, if necessary, other emergency services.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.

- To ensure that in the event of any form teacher being absent, the form teacher's folder is handed to a member of staff who can deputise for their registration duties. If no such person is available, the information should be handed to a member of staff who can double up and register two forms.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

#### **Role of Person in charge at the roll call point**

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff or via an automated system.

**Note:** The current fire system on the Lower School site automatically alerts the fire brigade via a manned central office unless they have been forewarned about a fire drill. You should still contact the company directly by phone to confirm that they have been made aware of the nature of the emergency).

- Liaise with the fire brigade on its arrival.

## APPENDIX 1: FIRE PROCEDURES

### FIRE ESCAPES – FIRE DRILLS - MUSWELL AVENUE

It is the responsibility of every staff member to know where the fire escapes are located and which to use when they have any children/visitors in their care.

Children should always be dismissed from class in an orderly manner, teachers are to reinforce the need for no talking and to remain calm. The teacher must ensure that the door is closed

#### FIRE EXITS

Form 4: Evacuate through the front fire door and through the front garden out the main gates and to the right of the building down towards Alexandra Park Road.

Form 3: Evacuate through the fire door linking the F3 and F4 classes and use the fire door in the F4 classes to exit through the front garden, out the main gates and to the right of the building down towards Alexandra Park Road.

Staff Room Evacuate through main doors, through main gates and turn left up towards Muswell Road.

First floor: Evacuate using the main stairwell and through main doors, exit main gates and turn left up towards Muswell Road.

Second floor: Evacuate using the main stairwell and through main doors, exit main gates and turn left up towards Muswell Road.

Third floor: Evacuate using the main stairwell and through main doors, exit main gates and turn left up towards Muswell Road.

**To ensure swift evacuation from the building, classes to descend stairs in twos.**

Assembly: Line up in form groups outside the front of the building on this side of Muswell Avenue. Ground floor classes to exit turning right towards Alexandra Park Road and all other classes to exit left walking up towards Muswell Road.

Registers: Office staff to bring fire registers, visitor and staff/late pupil sign in books out to the front of the building and give registers to the member of staff responsible for a class at the time of fire drill. Registers must be taken promptly and Green or red card should be held up to indicate whether all pupils were present (green card) or whether a child is missing (red card).

Floor sweepers: A member of staff on each floor will be designated to check an area (as tabled below) to ensure it is clear of any staff/children and to ensure their class is handed to another responsible adult adjacent to their classroom.

DESIGNATED MEMBER OF STAFF DUTY IN FORM:	TO CHECK FOLLOWING FLOOR AREAS
TEACHER ON DUTY IN FORM 6A (in event of class not being there, and teacher)	All rooms on the 3 <sup>rd</sup> floor (Deputy Head office, art room, toilet, staff shower room & music room), and on 2 <sup>nd</sup> floor (Library, Head's study, staff workroom), classrooms
TEACHER ON DUTY IN FORM CLASSROOM	All common areas on 1 <sup>st</sup> Floor (Music Room, boys toilet, staff toilet, Senco room), 1st Floor classrooms, staffroom
Teacher on duty in Form 2	Downstairs girls toilets, call down cellar if unlocked classrooms
Irene Joannides/Dee Hutchinson	Check corridor, kitchen/dining room

Revised: September 2010/April 2011/January 2012/March 2013/Mar 2014, Aug 2014, Sep 2014, Sep 2015, Aug 16. Sep 2016, Sep 2017, Sep 2018, Aug 19, Aug 2020, Aug 2021, Aug 2022, Aug 2023, Aug 2024, Aug 2025 (TL)

### FIRE EVACUATION PROCEDURE Muswell Avenue

What to do in the event of fire will form a part of the introduction/induction of new members of staff to Norfolk House School.

- On discovering a fire / or the fire alarm sounding, evacuate the building from the nearest fire exit.
- **A** ) front door in F4/window in Form 3 classroom and assemble on the near side of the road in Muswell Avenue or
- **B** ) the main stairs out onto the pavement away from the building.
- Only tackle small fires yourself using the appropriate fire appliances and where there is no risk to you.
- The Head Teacher or one of the Senior Staff, will telephone the fire brigade if necessary.
- On evacuating the building act calmly and quietly to avoid alarming / scaring the children. Take care on the stairs, come down on two's, do not rush the children which may result in accidents, provide reassurance.
- The office staff will provide the registers.
- Do not enter the building until informed it is safe to do so by the Head Teacher, Senior Staff or Fire Brigade.
- Once the children are in the assembly points Staff of each class must take a quick register to ensure that all the children are together in the safe point.

Revised: September 2010/April 2011/January 2012/March 2013/March 2014,  
August 2014, September 2014, September 2015, Aug 2016, Sep 16,  
Sep 2017, Sep 2018, Aug 2019, Aug 2020, Aug 2021, Aug 2022 Aug  
2023 (DG), 28.08.25 (TL)

## **FIRE ESCAPES – FIRE DRILLS – PRINCES AVENUE**

It is the responsibility of every staff member to know where the fire escapes are located and which to use. Children must be dismissed from class in an orderly manner and teachers must reinforce the need to remain calm and silent.

## **FIRE EXITS**

- Reception: Evacuate through the side fire door and assemble on Princes Avenue to the right hand side.
- Nursery 2-3 Yrs Room ('Little Cadets'): Evacuate through the fire door, through the hallway and into the corridor and exit via the front door and assemble on Princes Avenue to the right hand side.
- Kitchen: If this fire is in the kitchen, yell "FIRE". Ensure that the gas is off and the doors are closed. Evacuate through the door to the outside, exit via the gate and assemble on Princes Avenue to the right hand side.
- Nursery 3-4 Yrs Rooms ('Mates' & 'Mariners'): Evacuate through the fire door and, down the central staircase, exit via the front door and assemble on Princes Avenue to the right hand side.
- YEAR 1: Evacuate through the fire door and, down the central staircase, exit via the front door and assemble on Princes Avenue to the left hand side.

**If the fire is found to be located near the central staircase, evacuate through the outdoor fire escape, through the side gate and assemble on Princes Avenue.**

Members of staff coming down the central stairs must sweep the staff and visitor toilets on the first floor landing.

The first Fire Marshal must collect the fire emergency grab bag from the office, the visitor and signing in books, and the registers, and exit the building. The second Fire Marshal must exit the building once the entire building has been evacuated.

## **STAFF MEMBERS ON DUTY IN EACH CLASS COMPLETE A SWEEP OF THE FOLLOWING FLOOR AREAS AND SHUT ALL THE DOORS**

On the Ground Floor in the 'Little Cadets' room, disabled toilet, children's toilets and the Kitchen (if the Kitchen Staff are off site).

On the Ground Floor in Reception Classrooms, children's toilets and the front outdoor Reception play area.

On the Ground Floor in the Office Check the hallway and the corridor to the front door.

On the First Floor in Nursery ('Mates' and 'Mariners') Classrooms, children's toilets, staff room and the office.

On the Second Floor Classrooms, office, toilets, IT area, and the staff toilets on the first floor landing.

## **FIRE EVACUATION PROCEDURE – PRINCES AVENUE**

What to do in the event of fire will form a part of the introduction/induction of new members of staff to Norfolk House School.

- Upon discovering a fire, yell "FIRE!"

- Upon the fire alarm sounding, evacuate the building from the nearest fire exit.

A ) front door or

B) the fire escape stairs and out the gate onto Princes Avenue

- Only tackle small fires yourself using appropriate fire appliances and only where there is no risk to you.

- The Head Teacher, a member of Senior Staff or the office staff will telephone the fire brigade if necessary.

- Upon evacuating the building, act calmly and quietly. Take care on the stairs, come down in two's, do not rush the children, and provide reassurance.

- The office fire marshal will take the registers before leaving the building and distribute them to the staff members on duty for each class.

- No one must enter the building until informed it is safe to do so by the Head Teacher, Senior Staff or Fire Brigade.

- Once the children are in the assembly point, the staff member on duty for each class must take a register.

Helen Enisuoh 07.01.2020, 08.10.2021, 01.09.2022, August 2023

Deborah Gormley 01.04.2018

Sile Milligan admin revision 04.03.2020, 07.01.2020, 10.04.2019, 11.05.2021, 08.10.2021

Isere Lloyd-Davis revised July 2024

Tej Lander revised 28th August 2025

## APPENDIX 2: TEMPLATE LOG OF FIRE EVACUATIONS

Date	Reason ( e g drill, false alarm, fire)	Time o f day	Time taken		Comments on any issues arising	How and when issues were addressed
			t o evacuat e	T o account f o r everyon e		