



WANSTEAD HIGH SCHOOL

Fire Action and Emergency Policy

Person Responsible	Mrs S Williams
Review Frequency	Annually
Last Reviewed	March 2026
Next Review Date	Summer Term 2027
Committee	Resources
Ratified by Full Governing Body on	20 April 2026
This policy is communicated by the following means	School Website

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Introduction

Our number one priority is to keep everyone safe. This document and its appendices set out all important aspects for keeping all site users safe in an emergency situation. The Headteacher and School Governors are responsible for the execution of this policy and the LA oversee Health and Safety in all maintained schools. Fire Safety Checks are part of the annual Premises Audit.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.

Link with other policies:

Accessibility Plan
Health and Safety Policy
Business Continuity Policy
Lockdown Policy

Fire Safety Statement

The school aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment with designated responsible people allocated specific tasks. Various aspects of the management and the evacuation of the school building and safety of all stakeholders in the event of a drill or actual incident is the responsibility of designated school staff. Please see fire management responsibilities and the organisation chart for details. Advice has been sought from the London Borough of Redbridge.

Fire Management System

There is a clear fire action 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 are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment, so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Aims

- To evacuate buildings in less than 7 minutes.
- To have all areas checked by fire marshals to ensure building is clear and rapid reporting to the Senior Fire Marshal.
- Account for all site users in less than 10 minutes.
- For all members of staff to be competent and confident to undertake their role.
- For all pupils, staff and visitors to be confident of what to do when the emergency alarm sounds – whenever it sounds – normal lessons, breaktime, lunchtime, extra- curricular clubs, before registration in the morning and to know what the expectations are.
- To evacuate in way that is calm, purposeful and above all not alarming for pupils, especially those with SEND.
- To ensure all necessary procedures are in place to support the evacuation of users with additional needs, so they can:
 - Leave the building efficiently and effectively; and
 - Be confident with their personal evacuation plan and that they are capable of following it.

Quality Assurance and Audit

The most recent fire risk assessment was in summer 2022. Annual premises audits consider all Health and Safety, including fire and provide some feedback.

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 Headteacher is responsible for ensuring that all control measures identified in any fire risk assessment or audit are in place and that further improvement actions are completed so far as is reasonably practicable. The School Business Manager will assign an appropriate member of her team the responsibility to complete each improvement action that relates to the school buildings or environment.

The School Site Manager completes fire management tasks for the buildings and systems in school under the direction of the School Business Manager.

When the fire alarm is activated, a full evacuation takes place.

All staff, pupils and visitors should evacuate from their nearest fire exit in line with the guidance below, to alleviate crowding at the exits. This will be reviewed as necessary and will pay heed to the building works and any room changes. Any one-way systems will return to 2 way during an evacuation.

MAIN BUILDING

Main Building – Kitchen Exit	Catering Team	Use the kitchen exit to the pupil entrance – walk to the assembly point in front of main school entrance
Main Building – Upper playground exit Do not use staircase - 1	Hall (assembly, lunch, breaks) Maths corridor rooms 14 – 16, HR	Walk down upper playground steps to assembly points; Years 7 – 10, 12-13 – field; Year 11 – lower playground (use steps middle of field)
Main Building – Room 17 exit to upper playground	Room 17	Walk down upper playground steps to assembly points; Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)
Main Building – Media corridor exit Stair case 2	English corridor rooms 5 - 13, Maths corridor rooms 18 - 23	Walk directly to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)
Main Building – Rooms 24 – 25 classroom exit	Media	Direct exit from classroom Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)
Main Building – Pupil reception exit Stair case 3	Reflection room, Medical, girls' toilets IT, Admin corridor, Library English corridor rooms 1 – 4	Walk down staircases and towards assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)
Bridge – Under the bridge exit Staircase 4	MFL, Learning Support, EAL	Walk directly to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)

SCIENCE/MUSIC BLOCK

Social Science, Science classroom exits	Social Science, Science	Walk directly from classrooms to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)
Science rms 4, 5 and 6 Science corridor exit	Science	Exit classrooms to science corridor and walk to assembly points
Social Science rm 3 under the bridge exit	Social Science	Walk directly to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)

CDT, Food Technology classrooms CDT atrium exit	CDT, Food Technology	Walk directly to assembly points past the science block to the field Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)
Textiles External fire exit	Textiles	Walk directly to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (turn left at muga)
Music corridor exit	Music classrooms, practice rooms, drama studio	Walk directly to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (turn left at muga)
Alan Hearne Hall and back room Exits on muga side	Events/Exams/Drama/Dance	Walk directly to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (turn left at muga)
LP1, LP2, Humanities office direct exits	Art prep room, History	Walk directly to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (turn left at muga)

SPORTS HALL/GYMNASIUM/DANCE STUDIO

Sports Hall Exits to carpark	PE	Walk through car park to back gate and to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (turn left at muga)
Gymnasium/Dance studio/Theatre Exits to Bear Pit	PE/Dance/Drama	Walk upstairs past science block to assembly points Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)

PORTACABIN – NEW BLOCK

Main entrance exit	First Floor - History	Walk up staircase to field Years 7 – 10, 12-13 – field; Year 11 – lower playground (turn left before stairs)
Middle exit	Ground Floor - Geography	Walk up staircase to field Years 7 – 10, 12-13 – field; Year 11 – lower playground (turn left before stairs)

Far exit	2nd Floor - Art	Walk up staircase to field Years 7 – 10, 12-13 – field; Year 11 - lower playground (turn left before stairs)
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6TH FORM BLOCK

Ground Floor exit	Kitchen, private study	Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)
First Floor exit	Supervised Study	Walk out to upper playground and down staircase to assembly points. Years 7 – 10, 12-13 – field; Year 11 – lower playground (Use steps middle of field)

Fire Marshals have been designated and are suitably trained (currently provided by National Education College NCE) in their fire evacuation duties. Fire drills are completed at least once every term. All staff receive fire safety awareness training annually as part of the Health and Safety training. Staff can also access further training through the NCE. Records are kept by the HR Manager and also the School Business Manager who will assess any areas for improvement and feed these back to SLT and other stakeholders as appropriate.

Assembly points are published in Appendix 2 and teachers and pupils need to walk carefully and slowly to the exit via the nearest staircase. This is updated as necessary when changes are made and shared with staff and pupils, along with a walk through at the start of each half-term as necessary. The latest plan is shown in Appendix 3, along with the plan of allocation of fire marshals across zones.

After advice from Health and Safety professionals, staff, pupil and visitor registers will not be taken as all are assessed as mature enough to understand the responsibility of leaving the building in an evacuation situation. The exceptions to this will be ensuring that individuals and groups with Personal Emergency Evacuation Plans (PEEPs) are checked and verified.

All pupils are lined up in form groups at the assembly point but registers are not taken. Pupils are considered old enough to understand the need to vacate the building in the event of an alarm. Fire Marshals are also in place to support exits from the building. This will be reviewed annually. All staff to support pupils at the Assembly point to ensure pupils are lined up in an orderly manner and there is silence throughout. Tutors are responsible for organizing the lines and ensuring silence in their tutor groups. Heads of Year should input any appropriate consequences if this is not adhered to.

On discovering an issue that would require an evacuation, any building user is encouraged to activate the fire alarm by smashing the glass on the nearest fire activation point. The alarm sound is a continuous bell. In the event there was no need to activate the fire alarm, a review will be undertaken to establish whether there were reasonable grounds for its activation i.e. saw smoke, smelt gas. Where a pupil has recklessly or unreasonably set the fire alarm off, then this will lead to sanctions as per the Behaviour Policy.

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.

Role	Managing	Responsibilities
Headteacher	Senior Fire Marshal School Business Manager Site Manager	Liaise with HT and Fire Marshals Note site areas checked and cleared HT to give final “all clear” Liaise with HT, Site Manager and Senior Fire Marshals Liaise with HT and Emergency Services
Senior Fire Marshal	SLT/HOY Fire Marshals School Reception Team Attendance Officers	Manage fire assembly area Note site areas checked and report to Senior Fire Marshall Liaise with HT, Site Manager Liaise with Senior Fire Marshals
SLT/HOY	Teachers	Ensure pupils are lined up in silence by tutor form
Fire Marshals		Report to Senior Fire Marshal that designated areas are checked and clear
Teachers		Pupils are evacuated calmly and in silence, teachers continue to supervise classes and maintain order
SENDCO	HLTAs, TAs	To arrange specific support needed for high needs pupils including attached TA/HLTA

Headteacher

The Headteacher, supported by the School Business Manager, 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. This first section applies to full evacuation of the school during the statutory school day:

The Headteacher is responsible for ensuring:

- The school has a **Fire Action and Emergency Plan** and that such a policy is reviewed annually.
- That a Fire Risk Assessment is completed at appropriate timescales.
- Staff are notified of the significant findings of the fire risk assessment.
- Recommended actions derived from the fire risk assessment are completed.
- Oversight of the evacuation process. Located in the field.
- Records the areas cleared and checked.
- The maintenance / testing of all firefighting systems and equipment are completed and recorded in the fire log book and are the responsibility of the School Site Manager.
- The provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting are the responsibility of the school site team.
- The school has a Business Emergency Plan.
- 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 marshal 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.
- That the Senior Fire Marshal is equipped to complete their role and makes the final decision about re-entry to the building.
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively.

- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service and after report from Senior Fire Marshal.
- The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment are the responsibility of the School Site Manager
- Any fire prevention officer's recommendations and or enforcement notices are complied with.

Senior Fire Marshal – Deputy Headteachers

Senior Fire Marshal is responsible for:

- Reporting to the Headteacher.
- Ensuring all site users are accounted for.
- Being the point of contact for Fire Marshals to report to after sweeping the buildings.
- Controlling the assembly points.
- During a drill or actual fire, noting escape times and general observations for improvement.
- A debrief meeting is held between the Senior Fire Marshal, Headteacher and School Business Manager after each event.

The School Site Team

The School Site Manager is responsible for controlling work, maintaining safety systems and maintenance. Work control systems have been developed proactively with clear lines of responsibility; 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.

The School Site Manager is responsible for:

- The formal maintenance and regular testing of the fire alarms.
- The formal maintenance and regular testing of the emergency lighting.
- The formal maintenance and organizing, of testing for the automatic detection system.
- The maintenance and inspection of the firefighting 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 Headteacher.
- 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 ie. fire hydrants.
- Check the fire panel in the event of a fire alarm and liaise with the Headteacher during the evacuation.
- Calling the fire and rescue service to ensure that they have been notified of the alarm.

School Receptionist/Attendance Officer/Office Manager

The School Reception Team are responsible for:

- Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures.
- Where appropriate, escorting visitors and contractors from the building.
- Office Manager to take the “grab bags” to fire assembly point and give to the Headteacher and Senior Fire Marshals.

School Business Manager – HR Manager in case of absence

- Supporting the Headteacher and Senior Fire Marshals.
- Ensuring all site adult users (staff and visitors) are accounted for and reporting to Senior Fire Marshal.
- Ensuring the fire log is kept up to date.

Heads of Year – relevant Line Manager in case of absence

- Ensuring all site adult users are accounted for and reporting to Senior Fire Marshal.

Teachers/Tutors/Support Staff

Teachers are responsible for:

- Ensuring the class are walked safely and efficiently to the assembly point following the designated route or other safe passage.
- Ensuring that their particular 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 School Business Manager.
- Controlling their tutor group at the assembly point, ensuring that no pupil re-enters the building until the senior fire marshal announces that the school is safe.
- If required, being aware and trained in any Critical Incident Planning 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 Marshals

The Fire Marshals are responsible for:

- Completing appropriate training.
- 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 School Business Manager.
- Assisting the Senior Fire Marshal 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.
- Reporting to the Senior Fire Marshal at the assembly point to notify them of the occupancy status of their area.

The current list of fire marshals is as follows and their areas are shown on the map in Appendix 3. In case of absence (shared daily with staff), staff allocated to floors should work together to complete any gaps.

Map Allocation	Name	Role
Fire Assembly Point - Field	Emma Hillman/Eleni Bray	Headteacher
Fire Assembly Point - Field	Helise Martin/Danielle Samuel	Senior Fire Marshal
Fire Assembly Point – Lower Playground	Lloyd Wood/Zeesan Ali	Senior Fire Marshal
Fire Assembly Point – Roaming – Field/Lower Playground	Sarah Williams/Larissa Mansfield	Co-ordinator
Main Building		
A – Library/First Floor	Myra Ahmed/Asia Khan	Fire Marshal
B – Ground Floor	Fiona Rutland/Amber Ali	Fire Marshal
B1 - Kitchen	Chef Manager/Assistant Manager	To instruct receptionists to radio through “all clear” to Senior Fire Marshal
C - Basement including boys’ and girls’ toilets	Shelly Smith/Hamideh Dozandeh	Fire Marshal
D – Bridge including staff toilets and staff room	Jo Alder/Beverley Barnes	Fire Marshal
E – Science/Social Science	Stephen Defroand/Irene Gomez	Fire Marshal
F - CDT/Food Technology/Textiles	John Corcoran/Angkana Sales	Fire Marshal
G - Music/Theatre/Dance Studio/girls and boys changing room	Saadia Khan	Fire Marshal
H – AHH LP1,2/Humanities	Daniel Tetteh/Mandy Baker	Fire Marshal

Portacabin		
I – 2nd Floor Class teachers to confirm to Fire Marshal that floor including dark room is clear	Aaliah Tailor/Nosheen Ahmed Fire Marshals to be positioned at main entrance of portacabin	Fire Marshal
I – 1st Floor Class teachers to confirm floor is clear	Aaliah Tailor/Nosheen Ahmed Fire Marshals to be positioned at main entrance of portacabin	Fire Marshal
I – Ground Floor Class teachers to confirm floor is clear	Aaliah Tailor/Nosheen Ahmed Fire Marshals to be positioned at main entrance of portacabin	Fire Marshal
Sixth Form		
J - all floors	Sue Fullerton/Ana Pascu	Fire Marshal
Sports Hall/Gymnasium/Dance Studio		
K - Sports Hall/Gymnasium	PE personnel to radio Senior Fire Marshal when area is cleared	Fire Marshal
Pastoral Block		
H - Pastoral	Aqsa Rashid/Janice Adam-Saib	Fire Marshal

Breaks and Lunch times

If an evacuation occurs during the morning break or lunch time, the following procedure should be followed.

- The same evacuation protocol should be followed.
- Break and lunch food should be left in the canteen, and the evacuation route followed immediately.
- Staff on duty should direct the pupils to the fire assembly point.
- Staff on break that are in school should make their way to the fire assembly points to assist in managing the pupils.
- Tutors should manage the lineup of their classes.
- Middle and senior leaders should manage their designated areas.
- Fire Marshals should manage their designated areas.

Fire Evacuation outside the Statutory School Day

The priority in this case is for the building to be evacuated. Any fire marshals in school should undertake their duties but this is supplemented by SLT who are most likely to be on site. Radios should be used to clarify each person's immediate roles and responsibilities. A member of SLT will resume responsibility of Senior Fire Marshal and report to the Headteacher by phone if she is not present on site.

Allocated Areas

Rebecca Priestley	Main Building - First Floor
Zeeshan Ali	Main Building - Ground Floor
Helise Martin	Main Building - Basement including boys' and girls' toilets
Sarah Williams	Bridge/Staff room/Science block
Eleni Bray	Portacabin
Lloyd Wood	Sports Hall, Gymnasium, Dance Studio/boys' changing room/Music
Danielle Samuel	Sixth Form
Donna Cini	Pastoral Block

Staff & Pupils

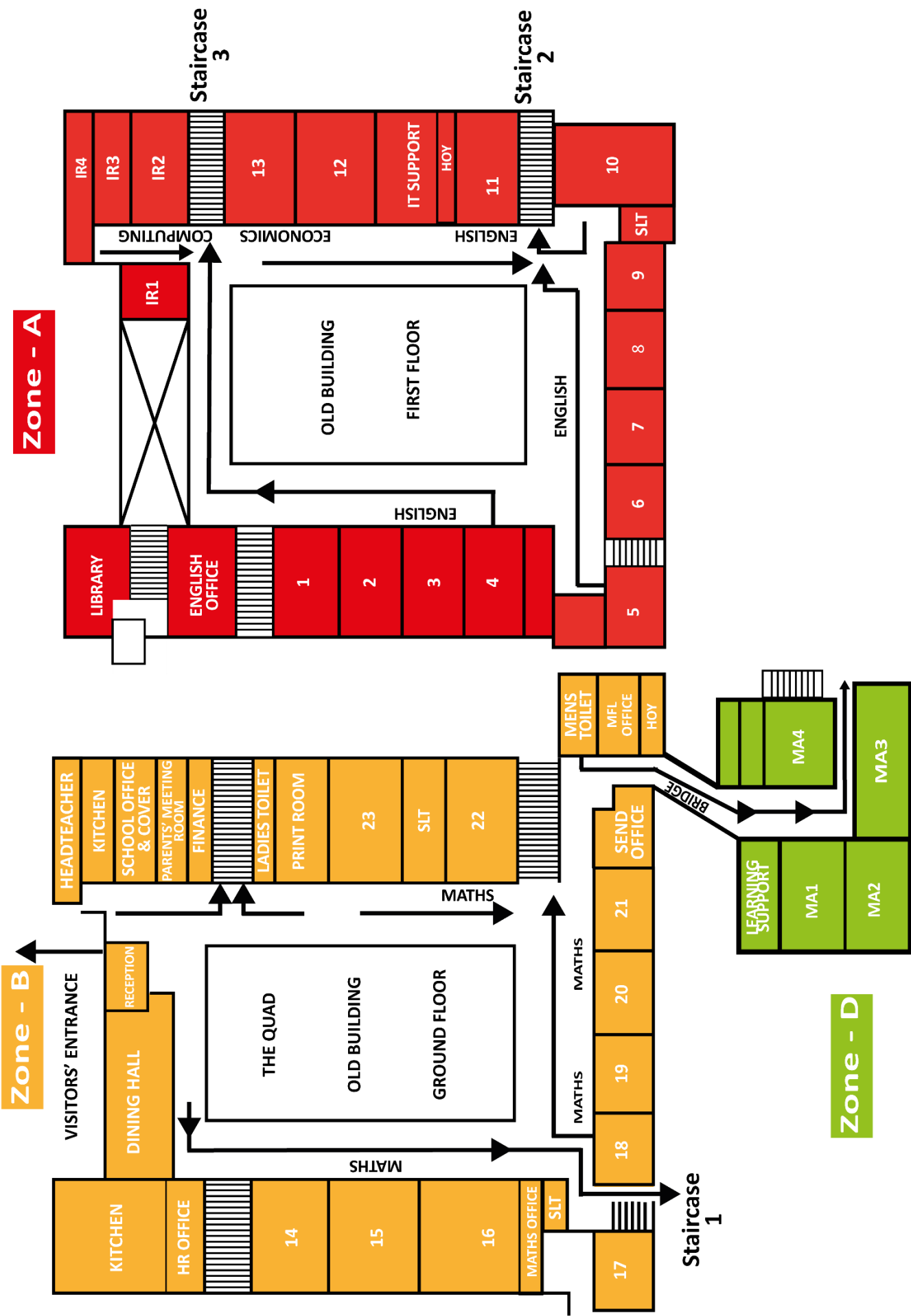
A small number of pupils and staff have Individual Evacuation Plans and these are currently stored in Google Drive. The SENDCO, HR Manager and the School Business Manager are responsible for ensuring these are executed and reviewed regularly and at appropriate junctures, staff are aware of their responsibilities.

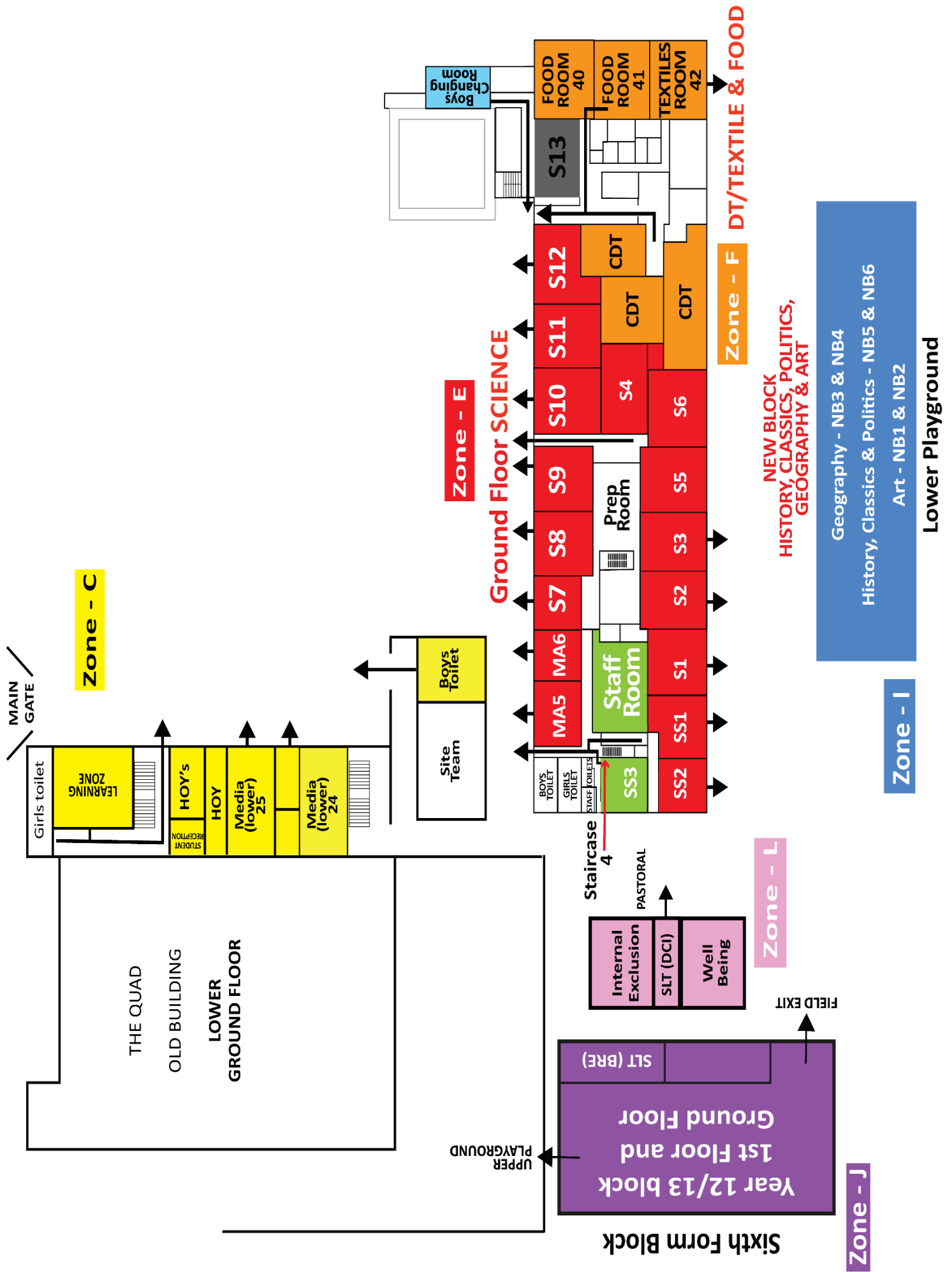
Lettings

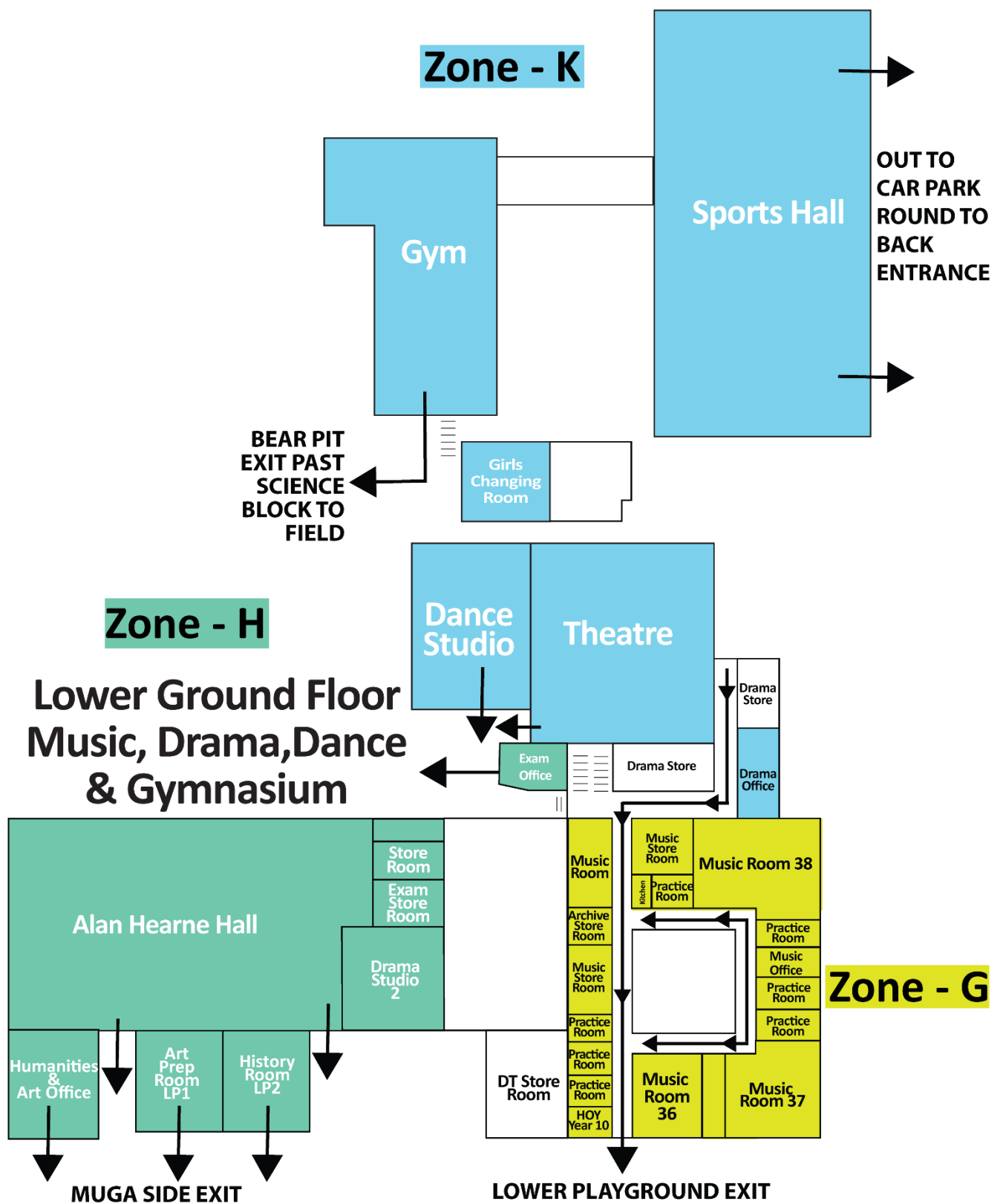
All hirers and contracted users of the premises will receive written details of the fire procedure as part of the lettings arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

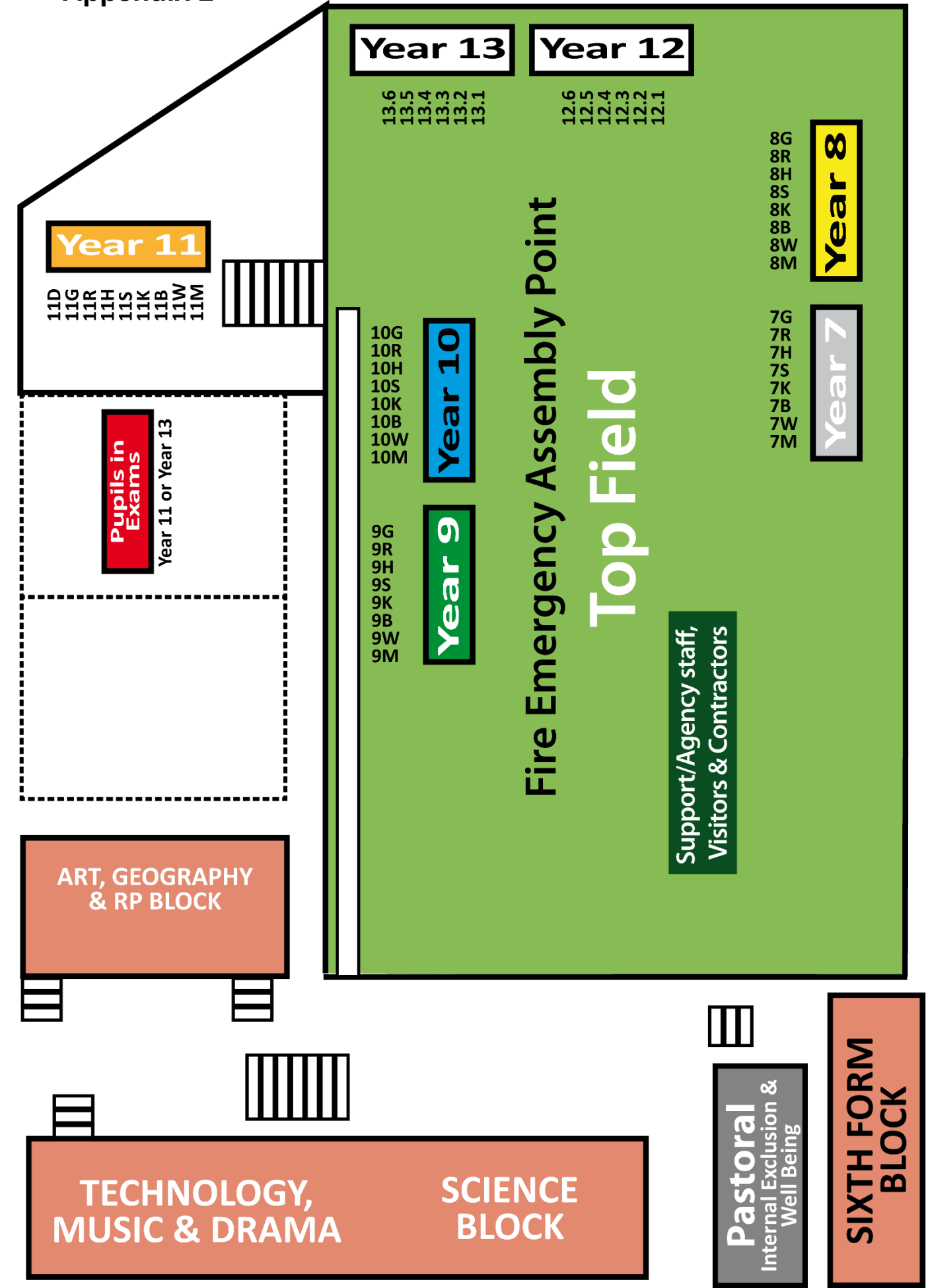
Regular Contractors

All contractors who work at the school on a regular basis will receive written details of the fire procedure as part of their contractual arrangement. This includes the Innovate catering team, Atlas Cleaning team and ICT staff from Virtual IT.









Appendix 3



FIRE INSTRUCTIONS

ANY PERSON DISCOVERING A FIRE

Raise the alarm by activating a break glass point

ON HEARING THE FIRE ALARM

Evacuate the building using the nearest and safest route, closing the door behind you.

Report to assembly points: **School Field - Years 7-10 and Years 12-13**
Lower Playground - Year 11

Fire signs will assist with the evacuation

ORGANISATION

Miss E Hillman (Headteacher)

Mrs S Williams (School Business Manager)

Mr M Debono (Site Manager)

Mrs E Bray (Senior Fire Marshal)

Mrs H Martin (Senior Fire Marshal)

Mrs H Davies (Responsible for "grab bags")

REMEMBER: Do not re-enter the building until told to do so. Do not take risks.

