Our Rock Academy

Fire Safety and Evacuation Policy

" A nurturing, ambitious and inclusive school where every child feels known, valued and connected."

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Version Control

Date	Revisions

Purpose

Our Rock Academy is committed to maintaining a safe environment for pupils, staff, visitors and contractors and to reducing the risk of fire and the risk of injury should a fire occur.

This policy sets out the essential arrangements for fire prevention, evacuation and fire safety management at Our Rock. It should be read alongside the Fire Risk Assessment, Emergency Evacuation Plan and Health & Safety Policy.

The Fire Risk Assessment must be reviewed regularly and whenever there is a significant change to the premises, its use, occupancy or fire-safety arrangements. The current Fire Risk Assessment identifies the need for ongoing monitoring and maintenance of fire precautions.

Everyone's responsibility

All staff are responsible for taking reasonable care of themselves and others and for following the fire procedures.

Staff must:

- know the fire procedures and the escape routes from the areas in which they work;
- keep fire exits, corridors and escape routes clear;
- never wedge or obstruct fire doors;
- report damaged fire doors, alarms, emergency lighting, extinguishers or other fire-safety equipment;
- keep combustible materials, waste and packaging under control;
- use electrical equipment safely and report faults;
- never smoke or vape on the premises; and
- evacuate immediately when the fire alarm sounds.

Staff must never put themselves or others at risk by attempting to fight a fire unless they have been specifically trained and it is safe to do so.

Preventing fire

Good housekeeping is one of the simplest ways of reducing fire risk. Combustible materials must not be allowed to accumulate, particularly in corridors, entrances, exits or around electrical equipment.

Personal electrical equipment must not be brought onto site without appropriate authorisation. Electrical equipment must be suitable, maintained and visually checked before use. Electrical sockets must not be overloaded and extension leads should only be used where necessary.

Portable heaters should not normally be brought onto the premises. Where one is authorised, it must be kept clear of combustible materials and must not obstruct an escape route. Fixed heating systems must be maintained by a competent person.

Our kitchen facilities are for cold food preparation unless a separate risk assessment and appropriate arrangements are in place.

Smoking is prohibited on the premises.

Displays and decorations

Displays are an important part of the learning environment but can increase the amount of combustible material within the building.

At Our Rock, displays must therefore be purposeful, controlled and kept to a reasonable size. Displays must not obstruct escape routes, fire doors, fire alarm call points, fire extinguishers, emergency lighting, fire signs or other safety equipment.

Paper, card, fabric, children's work and similar combustible materials should not be used extensively in corridors, entrances or other areas forming part of an escape route. Displays should be kept away from heaters, lighting, electrical equipment and other possible ignition sources.

Temporary decorations, including Christmas, celebration and event decorations, must be kept away from heat sources and light fittings and must not create an obstruction or excessive fire loading.

Where appropriate, suitable flame-retardant materials or treatments should be used.

Fire alarm and evacuation

The fire alarm must always be treated as genuine.

On discovering a fire, smoke or a burning smell, staff should raise the alarm immediately, call 999 and begin evacuation.

When the alarm sounds:

- Everyone must leave the building by the nearest safe escape route and go directly to the designated assembly point.
- Staff should only close doors, switch off equipment or take other actions if this can be done without delaying evacuation or putting anyone at risk.
- The nearest exit is not necessarily the safest exit. Staff should use an alternative route if their normal route is affected by fire or smoke.
- No one should stop to collect personal belongings.
- Staff must not re-enter the building until the Fire and Rescue Service or the person responsible for the incident has confirmed that it is safe to do so.
- Before the external classrooms are occupied, the school will confirm and record that fire warnings can be heard in each classroom and that an alarm in one occupied area triggers an effective warning in the others.

Our Rock operates a simultaneous evacuation strategy, as identified in the Fire Risk Assessment. The premises include the main building and external classroom accommodation, and the evacuation arrangements must therefore cover all occupied areas.

Checking evacuation

The Fire Warden will take responsibility for coordinating the evacuation and checking that everyone is accounted for.

Registers and visitor/contractor signing-in information should be taken to the assembly point where this can be done safely.

Staff must report any missing pupil, staff member, visitor or contractor immediately to the Fire Warden, who will pass the information to the Fire and Rescue Service.

Nobody should return to the building to look for someone who is missing.

Fire wardens may check areas during evacuation only where this can be done safely. They must never enter smoke-filled or dangerous areas.

Assembly point: By the main gates in the playground

People requiring additional support to evacuate

Our Rock will identify pupils, staff and regular visitors who may need help to recognise an alarm or evacuate safely. This includes temporary needs and support with mobility, communication, sensory distress or emotional regulation. Where the standard evacuation procedure is insufficient, the school will agree a confidential Personal Emergency Evacuation Plan (PEEP) with the person and, for a pupil, their family where appropriate.

Each PEEP will state how the person is alerted, their safe route and alternative, the support and equipment needed, who will help and who will cover their absence. Relevant staff will be briefed and the arrangements practised. The plan will be reviewed when needs, staffing, rooms or routes change, or a drill shows that it needs updating.

Reception and the visitor’s host will arrange suitable evacuation support for visitors who need it.

Fire wardens and responsibilities

Our Rock will appoint sufficient staff to support fire prevention and evacuation.

The Fire Warden team will:

- support evacuation;
- check designated areas where it is safe to do so;
- report hazards and defects;
- support fire drills; and

- assist with liaison with the Fire and Rescue Service.
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Named fire wardens and deputies will be maintained in the Fire Safety Logbook rather than within this policy so that changes of staff do not require the whole policy to be rewritten.

Staff who are expected to use firefighting equipment must receive appropriate training.

Visitors and contractors

Visitors must sign in and be made aware of the fire arrangements and assembly point. The member of staff responsible for a visitor is responsible for ensuring that they evacuate safely.

Contractors must sign in and be briefed on relevant fire arrangements.

Any work that could create a significant fire risk, including hot works, must be authorised in advance and supported by suitable risk assessment and method statement arrangements. Where appropriate, a permit-to-work system must be used.

Any building work or alteration that could affect fire doors, fire compartments, escape routes, alarms or other fire-safety measures must be considered as part of the Fire Risk Assessment before work begins.

Training and fire drills

All new staff will receive fire-safety information as part of their induction, including the location of fire exits, alarm points and the assembly area.

Refresher fire-safety training will be provided periodically and at least annually where appropriate. Fire wardens will receive additional training relevant to their role.

Fire drills will be carried out at least three times during each academic year, including a mixture of planned and unannounced drills where practicable.

Drills are intended to test whether everyone can evacuate safely, calmly and effectively, rather than simply how quickly they can leave.

The outcome of each drill will be recorded and any problems identified will be addressed.

Fire safety checks and maintenance

Fire alarms, emergency lighting, fire extinguishers, fire doors, exit doors, signs and escape routes must be kept in effective working order.

Routine checks will be carried out and recorded in the Fire Safety Logbook.

The fire alarm will be tested weekly and professionally serviced at the required intervals. Emergency lighting will be routinely checked monthly and receive formal servicing. Fire extinguishers and other firefighting equipment will be maintained by competent contractors.

Escape routes and exit doors will be routinely checked to ensure that they remain clear, accessible and operational.

Records

The Fire Safety Logbook will contain the records necessary to demonstrate that fire safety arrangements are being implemented.

These will include the Fire Risk Assessment and reviews, emergency evacuation arrangements, staff and fire warden training, fire drills, PEEPs, alarm and emergency lighting tests, equipment servicing and relevant inspection records.

Review

This policy will be reviewed annually and sooner where necessary, particularly following a significant change to the premises, its use, occupancy, evacuation arrangements or fire-safety systems, or where the Fire Risk Assessment identifies a change is required.

The Proprietor has overall responsibility for fire safety as the school’s employer. The Headteacher manages the day-to-day arrangements and monitors this policy.

Appendix 1: Individual PEEP template

Student Emergency Evacuation Plan (PEEP)		
Name of student:	**Parent:** **Emergency contact:**	
The nature of the disability/special need:		
Is the disability: *Please provide details*	Short term-	
	Long term-	
	Long term Permanent-	
Does the student need physical assistance to evacuate? Yes No	**Does the student need technical aids/equipment to aid their evacuation?** Yes No *Please provide details:*	
How is the student informed of an evacuation?	Existing alarm system	Pager device
	Adult assistant	Other (please specify)
	Visual alarm system	
During an emergency evacuation/ practice drill staff appointed to assist will:		
Warn student of alarm	Inform fire marshals of plan	
Assist student to assembly point	Assist student in a wheel chair	

<table>
<tr><td colspan="3">Other (include full details)</td></tr>
<tr><td>People who will provide assistance during evacuation
Alongside the designated PEEPS member of staff:</td><td>Name:
1.
2.</td><td>Role:
1.
2.</td></tr>
<tr><td>Equipment or other alterations currently provided to assist emergency evacuation:
Please provide details:</td><td colspan="2">•
•
•
•</td></tr>
<tr><td>Review date of current arrangements:

Date:</td><td colspan="2">Any future adjustments to be considered at next review:</td></tr>
<tr><td>Signed:</td><td>Role:</td><td>Date:</td></tr>
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