

SRDA Fire Evacuation Policy

1. General Statement

We take our fire and safety duties seriously and have formulated this Policy to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Order (2005). These include the provision of a safe premises to conduct our business where fire safety risks are minimised. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority, at all times, is the safety of individuals.

To assist us in achieving a high level of fire safety we will ensure that:

- all staff, students and visitors are aware of our fire procedures; and
- the recommended number of fire evacuation drills are carried out so that everyone is aware of evacuation procedures and the fire assembly point.

It is our responsibility to ensure that staff, students and visitors are aware of their responsibilities, including providing new students with a fire safety document which outlines what to do in the event of a fire, highlights important fire safety points and informs them of the fire exits in the building.

2. Staff Duties

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All staff members are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors

3. Communication

All staff will be kept informed of any relevant changes to fire safety procedures or fire risk assessments.

4. Procedures

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken (and are reviewed regularly) by the owner of the premises where we carry out our business.
- The fire evacuation procedure will be practised as recommended and a record will be kept of the date and the time taken to evacuate the building.
- It is noted that there are two distinct situations where different evacuation procedures are required, firstly, when students are in class and secondly, during break time and when students are out of their class. Evacuation procedures may be practised for both scenarios.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new and temporary members of staff will be given training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.

- All escape routes shall be clearly signed and kept free from obstruction at all times. Escape routes shall be checked regularly by the Health and Safety Officer of the owner of the premises where we carry out our business.
- Evacuation procedures are prominently posted and the owner of the premises where we carry out our business will ensure that all fire extinguishers are serviced and maintained annually by a suitable contractor.

If any staff member notices defective or missing equipment they must report it to Rowena, who will then report it to the necessary caretakers.

- Alarms are checked and tested regularly by a suitable contractor and this is arranged by the owner of the premises where we carry out our business.

5. Emergency Evacuation Plan

If you discover a fire:

- **Raise the alarm immediately**– this can be done by activating the nearest fire alarm call point by pressing hard against the glass with your thumb.
- Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is firmly closed.
- If a teacher is with their students, then they should take the sign-in sheet/register with them. The onus is on staff to ensure that under 18s, in particular, get out of the building safely.
- Inform the fire marshal as to the location of the fire
- Report to the fire assembly point for roll call

If you hear the fire alarm:

- **Leave the building immediately** using the nearest available fire exit.
- Staff need to ensure that any students under 18 in their presence get out of the building safely. If you know that an under 18 is in the toilet or another part of the building away from the class, inform the fire marshal as you leave.
- Report to the fire assembly point for roll call.

Teachers are responsible for taking roll calls and they should encourage everyone around them to evacuate as soon as possible.

The fire marshal needs to check that rooms are empty and that anyone who was in the building at the time the alarm sounded is accounted for at the roll call.

In the event that the fire alarm is for a genuine fire we will call the fire brigade as soon as possible. However, in the event that the fire alarm is a false alarm, then the fire marshals will establish the cause before letting anyone re-enter the building.

Before the fire brigade arrive and if there is a fire, the fire marshals can, if they have received appropriate training from FRaMS and when they have consulted with Rowena and if it is agreed that the situation does not place them at risk, make use of the correct fire extinguisher(s) to put out the fire. If, at any time, they feel that

the situation places them at any risk at all, they must not proceed but must wait for the fire brigade to arrive.

6. Assisted Evacuation (Personal Emergency Evacuation Plan)

Any member of staff or a student who cannot leave the building unaided, in the event of an emergency, will need to have a Personal Emergency Evacuation Plan (“**PEEP**”) for their evacuation. It is the responsibility of the teacher to assist the evacuation of the student, in accordance with the PEEP.

Completed PEEP forms are kept by Rowena and a copy of this form must be given to all teachers at the start of class.

People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user, but it could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.

Anyone with mobility issues will be evacuated according to their PEEPS.