

# FIRE SAFETY AND EVACUATION POLICY

NextGen  
Alternative  
Provision

|                     |                 |                |
|---------------------|-----------------|----------------|
| Approved by:        | Omar Salahuddin | Date: 13/04/25 |
| Last reviewed on:   | 13/04/25        |                |
| Next review due by: | 31/08/26        |                |

## **1. Purpose**

This policy ensures that:

- All pupils, staff, and visitors are protected from fire risks
  - Clear procedures are in place for evacuation
  - The school complies with fire safety legislation
  - Staff and pupils know how to respond in an emergency
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## **2. Scope**

This policy applies to:

- All staff, pupils, and visitors
  - All school buildings and grounds
  - All school activities, including after-school clubs and events
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## **3. Legal Framework**

This policy is guided by:

- Regulatory Reform (Fire Safety) Order 2005
  - Health and Safety at Work Act 1974
  - Ofsted inspection expectations
  - Department for Education guidance on school safety
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## **4. Key Responsibilities**

Headteacher (Responsible Person)

- Ensures compliance with fire safety law
- Appoints a competent fire safety lead
- Ensures fire risk assessments are completed and reviewed

Fire Safety Lead

- Maintains fire safety systems
- Organises fire drills
- Ensures staff training

All Staff

- Know evacuation procedures

- Supervise pupils during evacuation
  - Report hazards immediately
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## **5. Fire Risk Assessment**

The school will:

- Conduct a suitable and sufficient fire risk assessment
  - Review it annually or after significant changes
  - Identify hazards, people at risk, and control measures
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## **6. Fire Prevention Measures**

- Safe storage of flammable materials
  - Electrical equipment regularly tested (PAT testing)
  - No blocked fire exits
  - Clear signage and emergency lighting
  - Good housekeeping standards
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## **7. Fire Detection and Warning Systems**

- Fire alarm system maintained and tested weekly
  - Smoke detectors installed where required
  - Alarm must be audible throughout the building
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## **8. Firefighting Equipment**

- Fire extinguishers and blankets provided
  - Equipment serviced annually
  - Staff trained in safe use (not compulsory to fight fires)
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## **9. Emergency Evacuation Procedures**

On Discovering a Fire

- Raise the alarm immediately
- Do not attempt to tackle the fire unless trained and safe

## On Hearing the Alarm

- Evacuate immediately
- Do not collect belongings
- Close doors if safe to do so

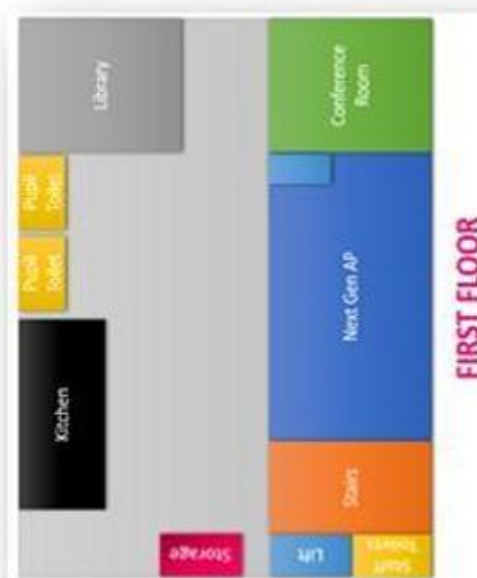
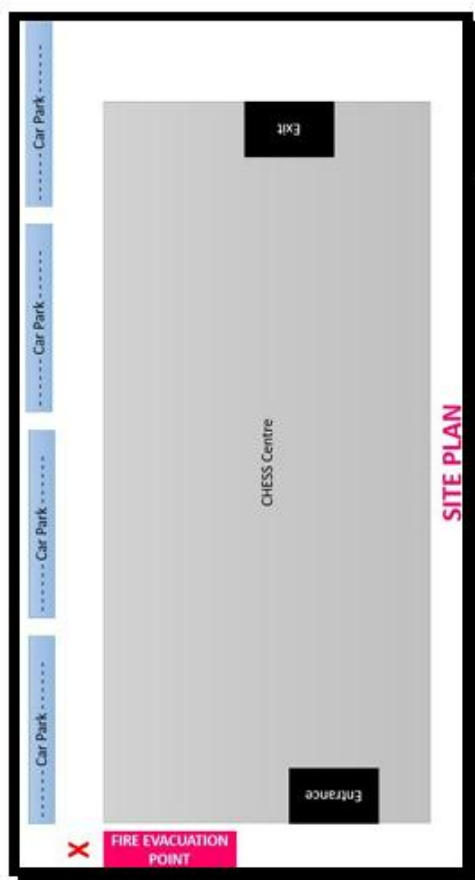
## Evacuation Process

- Follow designated escape routes
- Staff lead pupils calmly and quickly
- No running or pushing

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## 10. Assembly Points

- Clearly designated and known to all
- Located at a safe distance from the building
- Separate areas for different classes if needed



## **11. Roll Call Procedures**

- Teachers take registers at assembly point
  - Report missing persons immediately
  - Office staff check visitor sign-in records
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## **12. Personal Emergency Evacuation Plans (PEEPs)**

- Created for individuals needing assistance
  - Regularly reviewed
  - Staff trained on specific needs
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## **13. Fire Drills**

- Conducted at least once per term
  - Recorded and evaluated
  - Include different scenarios (e.g. blocked exits)
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## **14. Training**

- All staff receive fire safety training on induction
  - Regular refresher training provided
  - Fire wardens receive enhanced training
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## **15. Visitors and Contractors**

- Must sign in and out
  - Made aware of fire procedures
  - Supervised where necessary
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## **16. Lettings and Out-of-Hours Use**

- External users informed of fire procedures
  - Responsible person identified during use
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## **17. Maintenance and Testing**

Weekly

- Fire alarm test

Monthly

- Emergency lighting checks

Annually

- Full system servicing
  - Fire risk assessment review
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## **18. Emergency Services**

- Dial 999 immediately in case of fire
  - Provide clear location details
  - Meet fire service on arrival
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## **19. Record Keeping**

The school will maintain:

- Fire risk assessments
  - Drill records
  - Equipment maintenance logs
  - Training records
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## **20. Equality and Inclusion**

- Ensure all individuals can evacuate safely
  - Adjust procedures for disabilities and additional needs
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## **21. Monitoring and Review**

This policy will be reviewed:

- Annually
- After any fire incident
- Following changes to legislation