



Policies & Procedures

Fire Policy & Emergency Procedures

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| Name of Policy | Fire Policy & Emergency Procedures |
| ISSR | Part 3: Pupils physical and mental health and emotional wellbeing, para 71, 74 |
| Reviewed by | Alleyn's Governing Board |
| Author/SMT | Mrs Zahira Ismail, Business Manager |
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Alleyn's and the Alleyn's Board of Governors as the proprietor, is mindful of its responsibility to ensure compliance with **the Regulatory Reform (Fire Safety) Order 2005**. To that end, Alleyn's School understands that as proprietor, it is responsible for ensuring that a Fire Risk Assessment (FRA), which is formally recorded and regularly reviewed, is undertaken alongside additional duties as detailed in this policy. Alleyn's School also has a legal obligation under the **Equalities Act 2010**.

This policy should be read alongside the following documents which together form Alleyn's Oakfield's Fire Policy:

- Emergency Fire Safety Procedures
- Emergency Evacuation Plan and Procedure – Appendix 1

Furthermore, Alleyn's School includes in this policy measures designed to:

- eliminate or reduce risks from dangerous substances
- develop procedures and arrangements for staff training (repeated periodically where appropriate)

- ensure the safety of staff or anyone else legally on the school premises
- carry out fire drills and contact emergency services when necessary
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation)

In addition, Alleyn's School will have a suitable system for the maintenance of the following: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, **ISO9001 certified or BAFE approved**)).

Lastly, the School on behalf of Alleyn's School will provide staff and any other workers on site with fire safety information.

REDUCTION OF RISK FROM DANGEROUS SUBSTANCES

Alleyn's Oakfield is mindful of its responsibility to ensure the safety of children, staff and visitors whilst on the premises and so the use of naked flames (e.g. lighters and matches) will be strictly monitored and controlled. All such use will be subject to a risk assessment (RA) as appropriate.

The use of flammable materials (e.g. glues and solvents) in the school, including classrooms, is strictly controlled and subject to a risk assessment.

Waste bins are emptied from all rooms on a regular basis and all employees work to prevent the build-up of flammable materials within and around the school.

The school site is a no-smoking environment. This prohibition is strictly enforced, including for visiting maintenance and contractors' staff.

Rubbish skips are sited away from the school building.

The use of pressured gas canisters is strictly controlled and subject to a RA.

Storage of petrol is strictly controlled and subject to a RA.

High risk areas such as Boiler Rooms and electrical intake cupboards should be locked, clearly labelled and kept clear of all clutter and flammable materials.

Electrical system and installations are regularly checked and certificated, as required by appropriate regulations.

Fixed wire testing and Portable Appliance Testing are carried out regularly in accordance with current regulations.

Procedures by contractors for 'hot-working' will be dealt with appropriately by the School Business Manager supported by Alley's School according to the procedures of the Health and Safety System. During school holidays and after school, the fire and safety arrangements remain the same.

STAFF TRAINING

All staff are trained in Fire Evacuation procedures – the specific details of which are readily available in each room in the school, along with assembly points, evacuation routes and expected code of conduct etc. Staff are expected to train the children in their care with regard to these procedures to ensure awareness by all.

Staff receive site information relating to fire and basic fire awareness training, soon after they join Alleyn's Oakfield, with refresher training at appropriate intervals via an online Educare course, during an INSET session or during a Directed Time session in term time. The basic fire awareness training is a course that covers:

- Chemistry of fire
- Common causes of fire
- Basic safety features in buildings
- Introduction to fire extinguishers
- What to do in cases of fire

Fire Wardens have sufficient training, experience and knowledge to carry out their duties. Staff expected to undertake the role of Fire Warden will be expected to:

- Help those on the premises to leave;
- Check the premises to ensure everyone has left;
- Use fire-fighting equipment if safe to do so;
- Perform a supervisory/managing role in any fire situation.

The Operations Team maintain a record of this training.

SAFETY

A Fire Risk Audit (FRA) is carried out every three years by a professional person. An annual Health & Safety Audit by a professional person is organised by the school. The reports are available on request. A specific FRA forms part of the general RA procedures for one-off

events on site. The responsibility for this rests with the event organiser who must ensure that the RA has been reviewed and agreed by the Head Teacher and by the School Business Manager. In accordance with the Equalities Act 2010, if any individual is likely to experience physical difficulty evacuating the building, they complete a Personal Emergency Evacuation Plan (PEEP), outlining additional support required.

FIRE DRILLS/EVACUATIONS

Fire drills are carried out termly at Alleyn's Oakfield on both sites. Times are noted and recorded, and learnings are shared among staff to improve the process.

COMPETENT PERSONS

Alleyn's Oakfield has 2 trained competent persons on the staff. It is the responsibility of the Premises Team to ensure that emergency routes and exits are kept clear; that signs and notices are visible; that emergency lighting is in good working order; that fire detectors, alarms and extinguishers are kept maintained and in good working order.

Alleyn's Oakfield undertakes to foster an environment within the school where all employees are mindful of the need to reduce the risks of fire. Staff are expected to play their part to reduce the risk of fire by ensuring that ICT equipment is turned off, that windows and doors are shut and that all lights are extinguished at the end of the day before they go home.

IMPLEMENTATION:

During inspection, Alleyn's Oakfield will supply documentation listed below in addition to on-site viewing of fire safety arrangements and interviews with staff and pupils.

In order to prove that the duties are properly discharged, Alleyn's Oakfield's 'competent person' Business Manager keeps records of the following:

- the FRA and its review;
- the fire risk/prevention policy;
- fire procedures and arrangements;
- training records;
- fire practice drills;
- certificates for the installation and maintenance of fire-fighting systems and equipment.
- A list of Fire Wardens and their areas of responsibility.

RESPONSIBILITIES

Alleyn's School and the Alleyn's Board of Governors is ultimately responsible for the implementation of this policy. In practice, however, the Head Teacher, School Business Manager and SLT are responsible for the arrangements as outlined in this policy and it falls to all staff to ensure that any breaches are reported immediately to the Health & Safety Action Group of the school, who will alert the COO at Alleyn's School.

Appendix 1

School Emergency Evacuation Plan

Fire/Emergency Assembly Areas:

Pre-Prep rear playground by fence to the left on Croxted Road side.

Prep School rear playground at far fence.

Sequence:

1. Sound the alarm
2. Once the fire alarm is activated, the fire alarm is connected to a monitoring station which calls the Fire Brigade
3. Evacuate the building
4. Assemble at the fire assembly areas
5. Check all registers and staff roll call
6. Tackle the fire only if safe to do so without risk
7. Update the Fire Brigade

1 Alarm

ANYONE (child or staff) discovering an outbreak of fire or other cause for evacuation, should, without hesitation, sound the nearest fire alarm. The function of the alarm system is to warn every person in the building that a state of emergency has arisen and that drill procedure should be initiated immediately. The sounding of the alarm in any part of the school is the signal for the **COMPLETE** evacuation of the **WHOLE SCHOOL** immediately.

2. Call-out of the Fire Brigade or Emergency Services

Once the fire alarm is activated, the fire alarm is connected to a monitoring station which calls the Fire Brigade.

3. Evacuation

On hearing the alarm, pupils are taught to stand to attention at their desks and remain **ABSOLUTELY SILENT**. They are instructed not to rush for the door. They are advised of the appropriate Safe Exit Route by the teacher in charge, and leave quietly, in single file at a steady pace to the assembly area.

The protocol for exit is that all pupils and staff proceed along passages, corridors, stairways in an orderly fashion. This protocol is designed to leave access to staff checking

classrooms and other areas and avoid congestion and panic or injury during exit. Pupils are taught to go directly to the assembly area if they are not in the classroom when the alarm is sounded.

Teachers

Teachers search any toilets, side rooms or cupboards in or adjacent to the classroom and make safe or switch off any equipment in use, if prudent to do so. They close all doors as they proceed along the escape route. Under no circumstances is anybody allowed to return to the building for any purpose. Teachers use their discretion in delaying their progress to the assembly point, if by doing so they consider their actions may save injury or life, but do not risk life for property. It is essential to impose silence on all children during evacuation to ensure that instructions can be clearly heard, and teachers can give reassuring advice to children at suitable moments.

People with a disability or difficulty

Individual attention is given to pupils and staff with a disability, difficulty or with a very nervous disposition. Teachers know which of their pupils may have a problem and make appropriate arrangements if necessary after consultation with their line manager, Head of Pre Prep or School, Director of Studies and Business Manager as appropriate.

The Head Teacher and Head of Pre Prep

In the Prep School, the Head Teacher, or the most senior member of staff in their absence, on hearing the alarm goes at once to a conspicuous place in the assembly area and remain there until receipt of a full report from all sections of the teaching, admin, and catering staff.

In the Pre-Prep School, the Head of Pre Prep, or most senior staff member in their absence, goes at once to a conspicuous place in the assembly area to receive reports from all sections of staff accounting for all who should be present.

Kitchen Staff

On hearing the alarm, kitchen staff turns off cooking and heating appliances and the gas isolator then leave the building to proceed to the allotted assembly point.

Admin staff

In the Prep School, the class registers are taken to the assembly area by the school Receptionist as quickly as possible so that a full roll call of all classes can be taken swiftly. At the same time, a staff and visitors list (retrieved from the printer in reception) is taken out by the Receptionist. The Deputy Business Manager is to cover for the Receptionist in the event they are unavailable.

In the Pre-Prep School the class registers are taken to the assembly area by the Clubs Administrator as quickly as possible so that a full roll call of all classes can be taken swiftly. At the same time, a staff and visitors list (retrieved from the printer in Room D) is taken out by the Clubs Administrator. The Head of Pre Prep notifies the Reception (to inform the Head or School Business Manager) that an emergency evacuation is taking place.

Any search for missing persons will be co-ordinated by the Head, Head of Pre Prep, School Business Manager or Deputy Business Manager according to the Missing Child Policy, as safe to do so.

Assembly and Roll Calls

Prep

In the Prep School, in the Assembly Area, each class lines up in class groups, and remain with their teacher. The Receptionist distributes the class registers. Immediately afterwards, a roll call or count of each class must be made quietly and in an orderly manner, and reported to the Head. In the Assembly Area, each member of the Admin team (including catering, contractors and peris) is accounted for by the School Business Manager or Deputy Business Manager and reported to the Head.

Pre Prep

In the Pre-Prep School, in the Assembly Area, each class lines up in class groups, and remain with their teacher. The Clubs Administrator distributes the class registers. Immediately afterwards, a roll call or count of each class must be made quietly and in an orderly manner and reported to the Head of Pre Prep. In the Assembly Area, each member of the admin team (including catering, contractors and peris) are accounted for by the Head of Pre Prep.

If any person is missing, an immediate co-ordinated search by designated staff should be made. It is vital that the search covers all school property, and, in the event of fire or other emergency, a 'paired' search takes place.

Return to buildings

The signal to return will be issued by the Head, who will be stationed at the Assembly Point. No one should enter a building until they receive the go ahead, which cannot be given until all affected zones have been checked and the Fire Brigade have given permission to do so. Remember, the rule is: "Get out, stay out".

6 Attacking a fire

Whilst some staff who have undertaken fire-safety training may be familiar with the use of different fire extinguishers, it must be remembered that in the event of a fire it is important that **FIRE FIGHTING IS SECONDARY TO SAFETY OF THE CHILDREN AND PERSONAL SAFETY**. Whilst small fires may be dealt with swiftly, safe evacuation is the primary concern, and staff do tackle a fire unless it is obstructing their safe escape from the building. This is the sole purpose for the provision of fire extinguishers.

7 Update the Fire Brigade

The Head or Business Manager updates the attending Fire Brigade with any incident report/ details/ requested information according to circumstances.

Appendix 2

Emergency Fire Safety procedures at Alleyn's Oakfield

(Visitors and Contractors)

- On discovering fire, sound the alarm
- In the event of the fire alarm being sounded, you will hear a long continuous sound.
- If you are working with or visiting a class, accompany the class to the fire Assembly Point, assisting the teacher and other adults with evacuating the children.
- If you are not working with a class make your way immediately to the Fire Assembly Point (using the nearest available signed exit route).
- At the Assembly Point make yourself known to the Office Staff who are accounting for all personnel.
- Do not re-enter the building until instructed.

THE FIRE ASSEMBLY POINT IS:

- PREP SCHOOL – PLAYGROUND TO REAR OF RECEPTION BUILDING
- PRE-PREP – PLAYGROUND TO REAR OF SCHOOL