



Fire Safety and Emergency Evacuation Policy 2025-26

Nominated Lead Members of Staff: Leanne Keay/Shayne Hynes

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Purpose of Policy

The purpose of this document is to minimize the risk of injury or loss of life by ensuring that staff, students and visitors can evacuate the building safely should fire break out.

Scope of Policy

The Policy covers Rowan Education, a three-classroom Independent School attached to the Heslam Park Club, Ashby Road, Scunthorpe, North Lincolnshire.

Practicing for Emergency Fire Procedure

There are fire drills at least three times a year. This is to ensure staff and students are familiar with the emergency evacuation procedure and the sound of the fire alarm. These practices also ensure that staff members are aware of their obligations to students and visitors in the event of an emergency fire evacuation.

Staff Training

Staff training is undertaken as part of the initial induction of a staff member and periodically through the Fire Emergency Evacuation Drills, when feedback is provided to individuals on areas for improvement. Formal training on general fire risk management awareness is provided by external professionals and will be renewed every three years.

Staff remind students at the beginning of each term, of the procedure students should follow when they hear the fire alarm:

- Walk towards the nearest exit and then make your way to the designated fire assembly point in an orderly manner.
- What to do if staff or students discover a fire.
- The location of the Fire Assembly Point and the roll-call procedures.
- The general procedure is: keep calm, listen to instructions, walk in a single file towards the fire assembly point, and do not return to collect personal possessions.

All Staff should:

- Be familiar with both fire and emergency radio procedures.
- Be familiar with the sound of the fire alarm.
- Know where the fire assembly point is.
- Know where the nearest extinguisher is.
- Know exit routes.
- Be aware of any particular needs if they are responsible for any disabled/temporarily disabled student.
- Be aware of obligations to visitors if applicable.

If they discover a fire, staff are advised to:

- Send a radio message **"Fire, Fire, Fire. Go directly to the fire assembly point"**.
- Immediately vacate the premises with their students.
- Assist students/visitors in the evacuation of the building by the nearest available exit.
- Ensure assistance is provided to any disabled or temporarily disabled students(s).
- Ensure that one staff member walks behind the class.
- Do not re-enter the building until told to do so by the SLT.

Health and Safety/Fire Officer

The Health and Safety Manager and one more member of staff are the designated school Fire Safety Officers (supported by SLT) and are responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by SLT.
- The Fire Safety Policy is placed on the website for staff, students, parents/carers & governors.
- Records are kept of the fire safety training given to staff and what training all staff have completed.
- Procedures and arrangements for emergency evacuation are regularly tested, including the maintenance of escape routes, signage etc.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, when something is moved around or when there has been a significant incident.

Fire Safety Procedures Emergency Evacuation

- If a student discovers a fire they inform the nearest member of staff.
- If a member of staff discovers or is informed of a fire they send out a radio message **"Fire, Fire, Fire. Go directly to the fire assembly point"**
- As soon as the alarm is sounded over the radio or by the fire alarm bell students and staff leave the building in an orderly manner by the nearest exit and walk to the fire assembly point
- If you are responsible for students, ensure they leave quietly with you.
- Do NOT attempt to fight the fire unless you have had specific training in firefighting.

- If you are trapped in smoke, stay close to the floor where the air may be cleaner and cover your nose and mouth with a wet cloth if possible.
- If a door feels hot, do not open it, as it probably means that there is a fire on the other side. Do not touch the door handle, always first check for heat on the handle by quickly brushing the back of your hand against it.
- Never go back for any possessions or for any reason.
- The most senior staff member present is responsible for calling the fire brigade should a fire occur.
- Assemble at the Fire Assembly Point.

SLT will take a register of students, staff, visitors and compare it to the students, staff and visitors present on that day at the fire assembly point.

Anyone who is missing will immediately be reported to the Head or the most senior member of staff present. Remain at the Assembly Point with your students until the all-clear is given.

NB. Any individual with mobility or sensory difficulties or who is deemed vulnerable will be identified and an appropriate Personal Emergency Evacuation Plan (PEEP) will be developed (the template is available on request).

On no account should anyone return to any building until given permission by SLT

Briefing New Staff and Students

All our new students and staff are given a briefing on the school's emergency evacuation procedures when starting at the school. New staff members and students also are given a tour of the school as part of their Induction. They are shown the exit points and the fire assembly point.

Visitors to the school are always accompanied by a member of staff. (staff are responsible for supporting their visitor/s in the event of a fire)

When large numbers of visitors are at the school a brief announcement is made advising them of the location of the emergency exits and the location of the fire assembly point in the car park near to the triple garage.

Responsibilities

Staff

Staff are responsible for escorting their students safely out of the building and across the car park to the fire assembly point in an orderly manner. Staff are responsible for immediately informing SLT if they think someone is missing from their group and their possible location. This will be cross-referenced with the SLT register of the students, staff and visitors present on the day.

The key to fire exit number 2 is kept in classroom 3 during school hours. If it appears that there is a fire in classroom 1 or 2, students in classroom 3 will exit by the door into the Rugby Club

Senior Leadership Team (SLT)

It is the responsibility of SLT to ensure that relevant information is passed to the Fire and Emergency service as soon as they arrive. SLT are responsible for ensuring their staff are aware of the fire evacuation process and are to ensure their staff undergo an annual fire evacuation practice within their working area. In the event of a fire, they are responsible for conducting a register on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Fire and Emergency service as soon as they arrive.

On no account should anyone attempt to enter, or return to, a burning building.

Fire Marshals

Staff trained as Fire Marshals and are deemed "competent persons" who have been trained to provide "safety assistance" in the event of a fire. They are competent in the use of fire extinguishers, are capable of extinguishing small fires (if it is deemed safe to do so), receive regular refresher training and any staff new to the fire marshal role receive training as part of their induction. They have some knowledge of fire prevention and are able to identify possible fire hazards to prevent fire from occurring.

In the event of a fire alarm sounding, they are to conduct a basic internal building search/sweep of their area of responsibility to ensure, as far as is practical, that all occupants have evacuated and are accounted for.

Staff, Visitors and Students

Staff must co-operate with the employer or other authorised persons to enable legal obligations to be fulfilled in respect of fire safety measures.

No one should maliciously interfere or knowingly allow others to interfere with a fire alarm system, fire extinguisher or equipment (in either school premises, Heslam Park premises or grounds) or block escape routes and/or fire exits. Other than in respect of notified tests, all staff, students and visitors must follow the fire evacuation procedures.

Fire Prevention Measures

- The school adheres to the requirements of the [Regulatory Reform \(Fire Safety\) Order 2005](#)
- Fire notices and evacuation signs are prominently displayed.
- Fire extinguishers are located in the building in accordance with the recommendations of our professional advisors.
- The building is checked every morning before the students arrive
- The Fire Officer with the support of SLT will conduct fire drills at least three times a year.

Electrical Safety

- All devices and electrical equipment are PAT tested and inspected at least once a year.
- Non-essential electronic equipment should be switched off at the end of every day.

