



a revolutionary response to school

## Fire Safety Policy Introduction

- The school will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

### Legal Requirements

- The Regulatory Reform (Fire Safety) Order 2005 came into force on 1st October 2006.
- The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.
- This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

### To be read in conjunction with;

- Atelier 21 Health & Safety Policy

### Roles & Responsibilities

- The school's Fire Safety Policy forms part of the school's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below.
- The **Proprietor** gives responsibility of the running of the Fire Safety Policy to the **Executive Head**.
- The **Executive Head** ensures that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.
- The **Proprietor** has the ultimate responsibility for the implementation and management of this policy and has delegated day to day running to the **Executive Head**.
- The **Facilities, Health & Safety Manager** is responsible for the effective implementation of this Policy and its role within the school's Health and Safety Policy
- The FSO places duties on the '**Responsible Person**'.
- The **Proprietor** is the '**Responsible Person**'. Certain day to day responsibilities can be delegated down to a 'duty holder'.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

## Policy Objectives

- to safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- to minimise the risk of fire and to limit fire spread
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment

## Arrangements

### Managing Fire Safety

The school has delegated day-to-day responsibility for managing fire safety to the 'duty holder' i.e. the **Maintenance Person**

The **Maintenance Person, supported by the Facilities, Health & Safety Manager** will:

- ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
- provide and maintain in working order all fire-fighting appliances and devices including:
  - a) fire detection and alarm systems;
  - b) emergency lighting systems;
  - c) fire-fighting equipment;
  - d) notices and signage relating to fire procedures;
  - e) means of escape, taking into account the needs of any disabled users.

**Facilities, Health & Safety Manager** will:

- carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments
- provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school
- ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures
- identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks
- liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place
- monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed

### Monitoring and maintenance

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

- The school fire detection and alarm system is monitored off site by a competent fully trained company whereby the fire services are notified and put into action in the event of an unplanned fire alarm
- The school fire detection and alarm system is maintained and serviced bi-annually by **B9 Fire**

- The school emergency lighting is serviced annually by **B9 Fire**
- The alarm sounders are tested on a weekly basis by the **Maintenance Person** & documented in the fire folder.
- Notices and Signage are updated as and when required and checked quarterly by the **Facilities, Health & Safety Manager**, documented on the quarterly Health & Safety Audit.
- Fire-fighting equipment is visually checked monthly by the **Maintenance Person** and extinguishers are replenished or replaced annually by **B9 Fire**
- A Fire Logbook which contains records of fire safety issues is maintained by the **Facilities, Health & Safety Manager** and located in the School Office.

These issues include:

- fire drills
- hot work permits, etc
- the storing of hazardous materials
- the inspection and testing of:
  - fire detection and alarm systems
  - emergency lighting systems
  - fire-fighting equipment
  - staff training records

### **Fire Risk Assessment**

- The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the school office along with being uploaded to the school's Teams.
- The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.
- The fire risk assessment will be reviewed annually and amended as required if it is either no longer valid or if any changes are planned, such as:
  - Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
  - Any change to the use of the premises which may affect the risk rating;
  - Any change to work processes or work equipment which may introduce new fire hazards;
  - Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

### **Fire Safety Training**

- All staff receive basic fire safety induction training and attend refresher sessions annually.
- Key staff in the individual school buildings receive more detailed instruction.
- Pupils are given instruction by their class teachers during the first week of each term on their actions to be taken in the event of a fire.

### **Fire Drills**

- Fire drills are practised and documented once every term to evaluate the effectiveness of the school's evacuation procedures. Drills are carried out at different times of day. Details of drills, i.e. evacuation times are recorded and any issues which arise are identified and managed. The findings of the drill are reported to staff through the weekly staff meeting and any conclusions and remedial actions are recorded and implemented.

- The Fire detection and alarm panel is monitored off site by a fully trained and competent company, Southern Monitoring, and are contacted prior to planned fire drills to ensure that emergency services are not contacted in the event of a planned fire drill

#### **Evacuation Procedures**

- The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy – See Appendix 1: Fire Procedure. These procedures detail the responsibilities of staff and individuals during an evacuation and subsequent roll call.
- Staff are reminded that in the event of a fire or other emergency their first duty is to the students. Teaching Staff are responsible for the safe evacuation of students from the building and orderly lining up at the Evacuation Assembly Point.
- The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings, detailed in Appendix 3.

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Document Review			
Version	Amendment	By	Date
<b>0.1</b>	Initial Draft	D Hearn	May 2020
<b>1.0</b>	Initial release	H Peacock	06/06/2020
<b>1.1</b>	Updated to include detailed arrangements for fire drills, maintenance of fire equipment, routes, signs, exits, etc. Change of fire service provider	Danni Hayes	27/04/2021
<b>1.2</b>	Updated to reflect changes of management roles. Facilities manager refers to on-site facilities person. Fire, Health & Safety Manger refers to offsite-based manger. School Business Manager removed from policy due to no longer based on site.	Robert Bateman	07/07/2023
<b>1.3</b>	Updated wording to separate responsibilities of Maintenance person on site, and the Facilities Health & Safety Manager based off site & conducted routine visits. Removed 'Business Manager' as the role no longer exists on site. Updated monitoring of fire alarm to Southern Monitoring due to switch over in July 2024. Updated Head Of School to Executive Head.	R Bateman	18/06/2024

## Appendix 1 – Staff Fire Procedure

In the event of an emergency your first duty is to the students

Staff are required to remain calm, ensure all students are safe and follow the procedures set out below:

Remember:

**ALARM**

**EVACUATE**

**EXTINGUISH**

If you discover a fire

Shout 'FIRE!' and set the fire alarm off (if not already ringing) by breaking the glass on the nearest fire alarm call point.

If it is safe to do so, tackle the fire using the appropriate fire extinguisher (only attempt this if you feel competent to do so, are not supervising students, and are not putting yourself or others in danger).

As you evacuate do everything possible to reduce draughts which may fan the fire; if possible, close all doors and windows.

Follow the instructions below and exit the building.

If you hear the fire alarm or someone shout 'FIRE!'

All Atelier 21 Staff are Fire Wardens. The Head Fire Warden will be the Executive Head, or in their absence, a member of the SLT.

Fire Wardens will take charge immediately and calmly evacuate the students.

Action	Person responsible
Raise alarm	Person discovering fire
Immediately leave the building via the nearest exit, following the fire exit signs as necessary	All staff and students
CALL 999	Head Fire Warden - (or acting Head Fire Warden)
Collect class register, class fire bags and class Radio Take all students in their area, out to the assembly point	Supervising Adult (usually the Teacher)
Collect all students not in the classroom (if any), and take them to the assembly point	Supervising Adult (usually the Teaching Partner)
Take staff register, off-site list (if any) and visitor book from School Office and hand to an evacuating staff member to take to the assembly point.	Head Fire Warden (or acting Head Fire Warden)
At assembly point: Carry out immediate class head count for each class.	Class Teacher/Teaching Partner or Adult supervising students

At assembly point: Carry out name roll call from class register, staff register, and visitor book. Any missing students or adults to be reported to the Executive Headteacher or deputy Headteacher using the Radios.	Teachers/Teaching Partners or Adult supervising students
Open height restriction barrier at start of access road to provide access for emergency vehicles using key from office.	First available staff member at assembly point not required for completing roll call who is tall enough to reach.
Meet with emergency services at front of building. Emergency services to confirm to Head Fire Wardens when it is safe to return.	Supervising adult to meet with emergency services.

## Assembly point: Playground at the rear of the building

If the assembly point becomes unsafe, proceed to Broadfield Park via the rear pedestrian gate.

## DO NOT re-enter the building for any reason

### An accident requiring hospital treatment

- Ensure the casualty is protected from further injury
- Alert another member of staff and direct them to call an ambulance – dial 999
- Administer First Aid
- Call parents, if casualty is a student
- Accompany casualty to hospital, taking their *Student Info Form* and *Health Care Plan*, if applicable
- Ensure Proprietor/Executive Head and OFSTED are notified. HSE must be notified of serious accidents

Map Grid Reference: (e.g. for air ambulance) TQ 26394 34556 What Three Words [wiring.tribune.sudden](https://www.what3words.com/tribune.sudden)

Premises address: **Atelier 21 Future School, Broadfield Park, Brighton Road, Crawley. RH11 9RZ**  
Main Office: **01293 265 417** School Mobile: **07598 400 091**

**Atelier 21 Future School**  
**VISITOR Fire & Emergency Evacuation Procedure**

**In the event of an emergency remain calm and follow the procedures set out below**

All Atelier 21 Staff are Fire Wardens.

In an evacuation follow all instructions given to you by a Fire Warden.

Remember:

**ALARM**

**EVACUATE**

**EXTINGUISH**

**If you discover a fire**

Shout 'FIRE!' and set the fire alarm off (if not already ringing) by breaking the glass on the nearest manual alarm call point.

If it is safe to do so, tackle the fire using the appropriate fire extinguisher (Only attempt this if you feel competent to do so, and are not putting yourself or others in danger).

As you evacuate do everything possible to reduce draughts which may fan the fire; if possible, close all doors and windows.

Follow the below instructions and exit the building.

**If you hear the fire alarm or someone shout 'FIRE!'**

Immediate leave the building via the nearest exit, following the fire exit signs as necessary, and proceed to the assembly point.

**Assembly point: Playground at the rear of the building**

Make yourself known to the staff member checking the visitor book.

**DO NOT re-enter the building for any reason**

**An accident requiring hospital treatment**

- Ensure the casualty is protected from further injury
- Call an ambulance – dial 999
- Alert a member of staff, and request a First Aider

Map Grid Reference: (e.g. for air ambulance) **TQ 26394 34556**

Premises address: **Atelier 21 Future School, Broadfield Park, Brighton Road, Crawley. RH11 9RZ**

Main Office: **01293 265 417** School Mobile: **07598 400091**

**Fire Assembly Point:**  
**Playground at the rear of the building**



### **Appendix 3 - Guidance on the Evacuation of Disabled Persons from the School Buildings**

Students and employees with a disability should already have been identified and information held in the School Office.

#### **Personal Emergency Evacuation Plans (PEEP)**

UK legislation places duties on employers to implement effective arrangements for emergency evacuation of all staff including those who may need some assistance to manage their escape to a place of safety.

A Personal Emergency Evacuation Plan (PEEP) will be completed for each student or employee requiring one. For students a PEEP should be completed by their Class Teacher. For Employees, a PEEP should be completed by their line manager.

A PEEP plan should:

- Identify specific evacuation routes where appropriate.
- Identify refuge areas and specific evacuation procedures.
- Identify specialist equipment that is needed.
- Identify staff responsibilities.
- Identify staff training requirements.
- Identify any building adaptations that are required.

A Personal Emergency Evacuation Plan is necessary for any employee or student who needs assistance when leaving the building in an emergency.

For instance, someone with:

- Mobility impairment
- Sight impairment
- Hearing impairment
- Cognitive impairment
- A medical condition or injury which might cause them to need assistance to evacuate safely.

Each person's disability and needs are different and therefore each person requiring a plan needs one specific to their own requirements.

Disabled persons who regularly use different buildings may need to have a separate plan for each building.

Not all people with an impairment or disability require an individual plan. If a disabled person can leave the building unaided, a PEEP is not required. Furthermore, people with an invisible impairment may need assistance in an emergency even though they do not usually have an access/exit problem.

A PEEP will ensure the following have been considered:

- Assistance by others
- Equipment and training requirements
- Safe routes and refuge
- Multiple-occupancy buildings

Having considered the risks, the Head Fire Warden/Facilities Manager will propose specific procedures for assisting in the evacuation of persons with a known disability. A “buddy” will be appointed for any student or employee requiring assistance in an emergency evacuation.

Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Executive Head and any specific requirements must be addressed as soon as they are known. This will then be documented in their PEEP.

### **Specific Evacuation Requirements**

#### **Wheelchair users/Persons with Mobility Difficulty**

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy” or other third party if required.

#### **Visitors with disabilities**

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked those requiring assistance, i.e. wheelchair users must be either assisted by their “buddy” or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge area, being the Upper Piazza near the main stairwell. This location has been selected as the designated ‘refuge area’ because it has high ceilings giving the best protection from smoke, it has the widest stair access down and comes out near the main front door which is a fire exit.

The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.