



Rivendell Flying High Academy

Fire Safety Policy for Evacuation and Management Procedures

“Make Every Day Count”

We aim to make every day count for our children where they thrive and build the cultural-capital they need to make aspirational choices about their own future

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| Date Policy Written | September 2025 |
| Date Policy to be Reviewed | September 2026 |
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| Signed (Chair of Governors) | Claire Cross |

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| 1. | Rationale |
| 1.1 | These fire safety measures should, in the event of a fire, assist in safeguarding the lives of pupils, staff and visitors. It is important that all staff understand the fire safety issues and procedures and are familiar with the fire safety precautions. |
| 1.2 | This policy and fire procedures are a legal requirement under The Fire Precautions (Workplace) Regulations 1997/99. These regulations also require that all employees comply with the policy and procedures. The LA, School Governors and Head Teacher are deemed to be the responsible persons under the above regulations. |
| 1.3 | The Nottinghamshire County Council Fire Safety Officer is responsible for conducting fire risk assessments, providing advice, training, promulgating, monitoring and auditing the Rivendell Flying High Academy Fire Safety Policy standards and procedures. |
| 2. | Aims |
| 2.1 | <p>The aims of this policy are:</p> <ul style="list-style-type: none"> • To safeguard all persons on Rivendell Flying High Academy premises from death or injury in the event of a fire. • To minimise the risk of fire and to limit the spread of fire. • To minimise the potential for fire to disrupt teaching and education, damage buildings and equipment and harm the environment. |
| 3. | Fire Safety Management |
| | <p>Responsibilities for the fire safety management of Rivendell Flying High Academy will include:</p> <ul style="list-style-type: none"> • Fire safety training for school employed staff and pupils • Fire safety induction training for all temporary staff • Fire Risk Assessment awareness and review • Awareness of Fire Notices and Fire Evacuation Procedures • Fire drills to be carried out at least once per term • Fire Safety Logbook to be maintained • Termly health & safety reports including fire safety to the Governing Body • Reporting of any missing, damaged or malfunctioning fire safety equipment • Producing a Personal Emergency Evacuation Plan for any pupil or staff member requiring special consideration in the event of an emergency evacuation (class teacher) • Checking fire safety equipment • Ensuring fire escape routes are unblocked • Fire safety inspections • Adhering to the Flying High Trust Health and Safety Policy |
| 4. | Testing |
| | The site manager is responsible for testing the fire alarm on a weekly basis and keeping a record in the Fire Log Book which is held in the main office |

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| 5. | Staff Training |
| | <p>Regular in-house staff fire training will include the following main topics:</p> <ul style="list-style-type: none"> • Fire prevention • Action to be taken if a fire is discovered • How to raise the alarm • Action to be taken on hearing an alarm • Location of evacuation zones and assembly points • Evacuation and roll call procedures • Location and operation of fire panel • Fire Service Call Procedure • Location and use of fire safety equipment • Fire prevention in high-risk areas • Safe evacuation of staff/pupils with specific needs e.g. physical and or those for whom English is not the first language |
| 6. | Personal Emergency Evacuation Plans (PEEPS) |
| | <p>These are the responsibility of the class teacher and must be updated annually or if needs of the child change, as soon as possible to enable the child and their carer to exit as quickly and safely as possible. A copy must be kept in the class file and in the Fire Log Book in the main school office.</p> |
| 7. | Fire Notices |
| | <p>A school fire action notice will be provided in every occupied room and circulation areas within the school. Each notice will include the following information: -</p> <ul style="list-style-type: none"> • What to do in the event of a fire • Location of nearest exit point • Location of assembly points. <p>All staff must sign in and out using the signing-in software system in reception. This must be done each time they enter / leave the building, even if only for a short period of time.</p> |
| 8. | Pupil Training |
| | <p>Class Teachers will talk to the children regarding fire safety, what to do if the alarm is raised, what to do if their away from the rest of the class and practice fire procedures on the first day of school in September, informing the pupils of different points of evacuation e.g. hall, classroom, library etc.</p> |
| 9. | Links to Other Policies |
| | <p>This Accessibility Plan should be read in conjunction with the following school policies, strategies and documents:</p> <ul style="list-style-type: none"> • Health & Safety Policy • Accessibility Plan |

RIVENDELL FLYING HIGH ACADEMY
EMERGENCY ACTION AND FIRE DRILL PROCEDURES

A fire drill is held at least once a term. The Head Teacher/Site Manager will sound the alarm. Please ensure your children are aware of the procedures.

ACTION ON DISCOVERING A FIRE

- Sound the alarm using the nearest Fire Alarm Control Point.
- If there is another member of staff in the room instruct them to begin the evacuation process.
- Notify the office of the location of the fire in order that the fire brigade can be called and the Head Teacher/Site Manager is informed.
- Leave the building by the nearest exit (see evacuation procedures below).
- Only attempt to tackle small fires if confident to do so.
- Do not put yourself or others at risk.

ACTION UPON HEARING THE ALARM

- When the alarm rings everyone should stop what they are doing immediately.
- Teachers/TAs and other responsible adults in charge of children should evacuate themselves and those in their charge calmly but quickly through the nearest Fire Exit to the Assembly Point. DO NOT stop to collect belongings or re-enter the building.
- If you have children under your supervision who belong to another class, you must evacuate them with you and they can re-join their own class at the assembly point.
- Close all doors behind you on leaving the building
- Class Registers will be obtained through the internet on the Head Teacher/office mobile phone.
- Once the children are assembled at the assembly point a role call should be carried out. Any children or adults missing should be reported to the Head Teacher/Site Manager immediately.
- All staff, pupils and visitors will only be allowed back into the premises when the all clear has been given by the Head Teacher/Site Manager or designated adult.

ASSEMBLY POINT FOR ALL STAFF, PUPILS AND VISITORS IS THE TOP OF THE SCHOOL PLAYGROUND

ROLL CALL AT ASSEMBLY POINT

The Head Teacher will supervise the evacuation and roll call in the event of the Head Teacher being off the premises this duty will be undertaken by the Leader of Innovation.

A roll call will be carried out to determine that all occupants are accounted for. Any missing persons must be reported to the Head Teacher immediately.

The Head Teacher will report to the Fire Brigade Officer on their arrival that all persons are accounted for or if not their possible location and where the fire is believed to be located and if known what is involved.

ACTIONS FOR OFFICE AND MANAGEMENT IN THE EVENT OF AN ACTIVATION OR DRILL

- Site Manager/Head Teacher activates alarm for a drill.
- Office staff ring fire brigade in the event of a real fire and not a drill.
- Office staff open automated gates to front of school for emergency vehicles.
- Visitors to school will be required to sign in and admin staff will be responsible for their evacuation and identification at roll calls.
- Office staff collate class registers and proceed to assembly point – **Rivendell Care Home.**
- Site Manager/Head Teacher or nominated persons do a building check to make sure it is clear.
- When checked and cleared Site Manager/Head Teacher/nominated person gives the okay to re-enter the building.
- Alarm silenced and reset

