

Rose Education Provision

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Fire Evacuation Policy and Procedure

August 2025

Responsibilities

Head of School -Trained fire marshal- responsible for the health, safety and welfare at work of all their workers. This includes:

- Ensuring necessary policies and procedures are in place
- Ensuring that a risk assessment is in place for the individual students
- Ensuring clear fire signage is in place and ensuring staff and students know where the designated fire assembly point is. (Car park)
- Ensuring staff receive a thorough induction and the correct training to carry out the required tasks
- Ensuring staff have access to safety equipment, such as a first aid kit and fire safety equipment.
- Maintaining equipment to ensure it is safe to use
- Ensuring that staff are suitably trained in the use of fires
- Ensuring that staff are trained and competent in managing evacuations
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Employees- Workers have responsibilities to ensure that they follow all procedures relates to fire evacuation. This includes:

- Memorise your most likely escape routes and exits (and alternatives)
- Familiarise yourself with the location of your nearest extinguishers
- Familiarise the location of the fire assembly point (Car Park)
- Keep the procedure fresh in your mind
- Employees also have a responsibility to report any concerns
- Being able to calmly evacuate students in an orderly manner to the fire assembly point.

Fire extinguishers

A range of fire extinguishers are located on the premises. These include:

- Water – for wood, paper and textiles
- Hydro Spray- wood, paper and textiles
- CO2 carbon dioxide -flammable liquids and electrical equipment

Fire Safety Training Staff and students are trained twice a year on fire a prevention and regular evacuations are carried out and recorded. This includes;

- Understanding the emergency plan/ fire procedure
- No smoking indoors
- No lighting matches indoors
- Do not overload electric sockets
- Do not use damage cables
- Empty bins regularly
- Ensure fire escapes are kept clear
- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers
- The significant findings of the Fire Risk Assessment
- Report any concerns regarding the Fire Alarms

Fire evacuation procedures

During lesson time

If you discover a fire

- Raise the alarm as soon as possible by shouting “Fire”. The Head of School / Fire marshal will call 999. If you can’t locate the Head of School then be prepared to dial 999
 - Consider your own safety and that of any group you may be responsible for
 - Those with groups should concentrate on the orderly evacuation of the group
 - Unless you have an agreed fire specific responsibility, leave the building by the nearest, safest exit
 - Report any crucial information to the leader of the fire assembly area
 - Staff & visitors should assemble at the fire assembly point unless instructed to do otherwise
 - Await further instructions from the head of school / fire marshal (e.g. the all clear)
- In certain circumstances, some small fires may be tackled by those who are competent to do so and have assessed the risks to their own safety and others first. Follow any fire procedures in place for small fires.

If you hear the smoke alarm

- If the smoke alarm sounds – shout “fire evacuation” and inform the Head of school / fire marshal who will call 999 and begin evacuation procedure
- Announce to the class what is happening
- Make the room safe (switch off nail tools and close doors and windows)
- Stand by the door and carry out a head count as students leave
- Remind them of the location of the Assembly area you are heading for
- Keep the group together as much as possible
- Be prepared to use an alternative route if your path is blocked
- At the fire assembly area, line up in teaching groups
- Do another head count
- Report any missing students to the fire marshal.
- Those staff without teaching groups should join the effort to control students as they head to their nearest assembly point (keep them moving in an orderly, calm manner)
- Await further instructions from the fire marshal / head of school(e.g. the all clear)

During non lesson time

- As per the procedure for session time fire, except that there is no headcount, no lining up in teaching groups and no lining up in year groups.
- All staff, students and visitors should make their way to the nearest fire assembly area.
- Staff should encourage students to the nearest assembly area as they go
- Staff should form a loose cordon around each area assembly area and maintain order
- Visitors should assemble under the “Staff and visitors sign”
- The Fire Assembly Leader will provide further instructions (e.g. all clear)

IN THE EVENT OF A PLANNED DRILL

- Same procedure as “If you hear the alarm”
- In some cases, you may not be given prior knowledge
- You may encounter observers who are not taking part in the drill

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Further Information

Technical Guidance

Gov.uk

www.hse.gov.uk

[fire-safety-england-regulations-2022/fact-sheet-overview](#)

[check-your-fire-safety-responsibilities-under-the-fire-safety-england-regulations-2022/check-your-fire-safety-responsibilities-under-the-fire-safety-england-regulations-2022](#)

Flow Chart

[fsra-5-step-checklist](#)

The Regulatory (Fire Safety) Order 2005

[The Regulatory \(fire safety\) Order 2005](#)

short guide to fire safe

[making-your-premises-safe-short-guide](#)

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible>

Fire Safety in Education

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsr-a-educational-premises.pdf

Corporate Health and Safety Policies and Procedures

[fire-safety-sms-july-2020](#)

[fire-safety-log-book-july-2020](#)

[emergency-plan-contents-july-2020](#)

[procedure-following-visit-by-lfrs-july-2020](#)

[fire-risk-assessment-form-guidance-april-2015](#)

[fra-review-master-guidance-arcadis-nifes-october-2022](#)

[red-box-content-july-2020](#)

