



Fire Safety Policy and Roles of the Staff within Channels and Choices Head Office and The Sallygate School.

Updated May 2025

Policy Statement

It is the policy of Channels and Choices as part of its Health & Safety Policy to ensure that adequate arrangements for the prevention of fire are in place. This will be achieved by undertaking fire risk assessments in line with the Regulatory Reform Fire Safety Order (2005) reviewing the findings from such assessments and having in place suitable fire precaution systems and robust procedures for the evacuation of the buildings and site in case of fire. It is the responsibility of the Health and Safety Lead and Head of the school to carry through this policy.

Channels and Choices will ensure, so far as is reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on School premises.

The Fire Safety Policy is a whole company policy and forms part of the company's wider Health & Safety Policy.

Aims of the policy

Our policy is that:

- No life be put in jeopardy in anyway whatsoever.
- That evacuation procedures are regularly tested.
- No person's life or injury to a person is worth the rescue of possessions or equipment.
- That the responsible person will undertake a fire safety risk assessment on a regular basis.
- That we put in place, and maintain, appropriate fire safety measures.
- That fighting any fire is only undertaken when the alarm has been raised, when there is no risk to a person or persons and that person to have received appropriate training.
- That all staff receive information, fire safety instruction and training.

Other relevant policies and documents

In reading this policy you should also consider and consult the following documents & policies:

- Health and Safety Policy
- Employee Handbook
- Risk Management Policy
- Risk Assessment Policy

Last Reviewed: May 2025

Next Review: May 2026

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People responsible for review: Health and Safety lead/Head teacher of The Sallygate School.

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised considering any legislative or organisational changes. This policy is approved by the Board of Governors.

Introduction

It is our priority to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the; to ensure that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at The Sallygate School and Channels and Choices Head Offices are designed to help our community to respond calmly and effectively if fire breaks out in our building.

Responsibilities

The Governing Body has the ultimate responsibility for fire safety.

The Head of the School are responsible to the Governing Body for fire safety within the school.

Role of the Fire Safety Officer

The Head of School is the designated Fire Safety Officer and is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by the Governors and SLT/ELT
- The Fire Safety Policy is communicated to the entire school community.
- Everyone in the school community (including visitors and contractors) are given clear written instructions on where they should go in the event of a fire - with additional information being provided when large numbers of visitors are on site, ie for Parents evening.
- Contractors working for the school will be given written documentation detailing the procedures that they should follow whilst working on the school floor and informing them of the school's procedures in an emergency situation.
- The appropriate basic fire training for all school staff is provided on an annual basis and specifically to ensure that fire training is provided to all new employees on starting work at the school.

FIRE SAFETY POLICY

- Records are kept of the fire induction training given to all new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and reviewed.
- Fire Risk assessments are regularly reviewed and updated.
- Records are kept of all fire practices.
- Certificates for installation and maintenance of fire-fighting systems and equipment are kept in the Health and Safety folder.
- Fire risk assessments are regularly reviewed and incorporate any alterations to the layout, systems installed or operational use of the premises. As part of the regular review of the building's risk assessment, the company's arrangements for ensuring fire safety will be kept under continual review.
- Visitors on site will be made aware of fire safety arrangements upon arrival.
- Where required a 'buddy' will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a pupil with a known disability, they must ensure that the pupil is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.
- The integrity of all fire prevention systems and equipment in place is maintained in good working order.
- This policy is monitored and reviewed on a regular basis to ensure that any new risk or alteration to the relevant regulations is addressed.

Role of Fire Marshalls

Fire Marshalls are responsible for facilitating the orderly evacuation of the school buildings by standing along exit routes to ensure that pupils and staff can leave the premises safely and checking that all rooms are cleared (without taking risks) and report to the Fire Safety Officer. It is not the responsibility of Fire Marshalls to fight fires.

Role of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building and in an orderly fashion. They are responsible for conducting a head count on arrival at the muster point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Fire Safety Officer.

Procedure in the Event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. The safe evacuation of all pupils and staff is our priority. Buildings and property come second, and no one should attempt to fight any fire at the expense of their own, or anyone else's, safety. It is the duty of all staff to study and make themselves familiar with the

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school's emergency evacuation procedures. As part of the regular review of the school's risk assessment, the school's arrangements for ensuring fire safety will be under continual review.

Emergency Evacuation Procedures for the School:

It is the responsibility of individual members of school staff to ensure the safe evacuation of all pupils for whom they are responsible, to a previously designated muster point.

The school operates an evacuation system based on attendance register and headcount.

All areas of the building are checked upon evacuation.

When an alarm sounds, pupils should be marshalled in an orderly fashion via the nearest escape route and, if possible, any open windows should be closed. The class teacher will always bring up the rear. If possible, doors should be closed behind the group. It is important for staff to be familiar with alternative escape routes if the primary route is blocked. Use of any lifts by pupils and staff to evacuate a building is strictly forbidden.

The group will assemble at a predetermined place of safety: -

Meeting Point A - Is the grass area in front of Lake house.

Meeting Point B – At the gates of the top of the car park.

On arrival, names should be checked against the attendance register.

The fire alarm system automatically alerts the fire service.

Emergency Evacuation Procedures for the Offices:

Channels and Choices Head Office operates an evacuation system based on electronic registration and headcount.

All areas of the building are checked upon evacuation.

When an alarm sounds, staff and visitors should exit the building in an orderly fashion via the nearest escape route and, if possible, any open windows should be closed. Under no circumstances should the lift be used. If possible, doors should be closed behind the group. It is important for staff to be familiar with alternative escape routes if the primary route is blocked.

Staff and Visitors will assemble at the predetermined place of safety: -

Meeting Point A - Is the grass area in front of Lake house.

Meeting Point B – At the gates of the top of the car park.

On arrival, names should be checked against the signing in register.

The fire alarm system automatically alerts the fire service.

Once outside

As a general rule, if someone is missing, the building should not be re-entered, but information should be given immediately to the Fire Safety Officer who will liaise with the

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fire service to make a search. Nobody should re-enter the building until being given express permission to do so by the senior fire officer present.

Fire Warning Equipment

The school is equipped with fire warning devices designed to activate the school's alarm system in the event of a fire. The warning of a fire will be a siren, which will sound continuously.

The alarm will be tested regularly, and reports of inaudibility are to be reported.

Call points are located throughout the building. In the event of a fire, the call point should be operated, and the school alarm will automatically sound.

This equipment will be maintained regularly.

Fire-fighting Equipment

Fire-fighting equipment (commonly known as "fire extinguishers") is located throughout the school. Different appliances are designed for different applications and conditions; this will have been considered with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit.

Staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.

No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

This equipment is to be maintained regularly.

Evacuation Drills

An evacuation will be carried out at least once a term either in the form of an accidental or planned practice evacuation. After each evacuation, staff are required to provide information and observations on positive and negative aspects. The conditions and timings of the practice will be varied, such that sometimes no notice will be given to either Staff or Students, and sometimes a false fire will be used to block a major exit route to test how people cope when required to deviate from the normal route.

Fire Prevention Measures

Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Electrical installations are tested by a NICEIC qualified electrical engineer.

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- All gas appliances are tested and serviced by Gas Safe Registered Engineers
- Portable electrical equipment should be checked regularly.
- Rubbish should not be left lying around.
- Care should be taken to avoid large flammable displays along escape routes.
- Escape routes should always be kept clear and fire exit doors never blocked.
- Outside rubbish storage (bins) should always be located away from buildings.
- Exit routes are regularly walked by the Fire Safety Officers to ensure that they are, and remain, clear of obstruction.
- External doors and internal corridor doors are closed at the end of the school day or when the building is secured.

Outside Security

In the knowledge that most school fires occur when school is not in session, Channels and Choices places a high priority on outside security.

Risk Assessment

The external Fire Risk Assessment is carried out by a qualified risk assessor who's qualifications are recognised by a national register (Qualifications - BSc(Hons) CEng FIFireE CPhys MInstP CChem MRSC).

This is kept under review by the Head of School and the Health and Safety lead for the company.

Record Keeping

All records relating to Fire Safety are retained by the Health and Safety lead and are available to view.

These include –

- Gas Safety Certificates
- PAT Testing Certificates
- Lift Service and Statutory Inspection Reports
- Fire Logbook which contains records of fire safety issues is maintained by the school Health & Safety lead.
- Fire Fighting Appliances Service Records.
- Electrical Installation test certificates including 5-year fixed wiring test certificate.

End of Document.