



Oriel Academy
West London
an Aspirations Academy

WRAP AROUND CARE FIRE EVACUATION PROCEDURES

APPROVED	Summer	2020
REVIEW	Summer	2021

The School Management is responsible for ensuring that fire procedures are clearly displayed on the schemes premises and the fire equipment is regularly checked.

The Scheme Leader will ensure there is in place a clearly defined procedure for the emergency evacuation of the premises in the case of a fire.

The SLT are responsible for ensuring that staff, students and volunteers are kept up to date with these procedures and the use of fire equipment and will arrange training where necessary. All staff understand their roles and responsibilities in the event of a fire.

The Scheme Leader must carry out a fire safety risk assessment and implement and maintain a fire evacuation procedure.

Fire Procedures in the Scheme

The staff will also share in the responsibility for ensuring they are up to date with the **Fire Procedures** and use of equipment and report any irregularities back to the SBM as soon as they become aware.

Children are regularly reminded and updated on these procedures.

The Scheme Leader will ensure along with other staff that the children will be made aware of the fire safety procedures during their settling in period and on regular occasion from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits must be clearly marked, not obstructed at any times, not locked and easily opened from the inside.

Fire extinguishers and fire alarm systems must be regularly tested in accordance with manufacturer's guidance.

The SLT are responsible for ensuring a fire drill takes place at least once a term and during each holiday. This responsibility will be implemented through the schemes Scheme Leader.

All fire drills will be recorded in the schemes Fire Drill Log/Daily Diary clearly identifying the length of time taken to complete the procedures.

In the Event of a Fire / Evacuation

- A member of staff will raise the alarm immediately and call the Fire Brigade.
- Staff and children will evacuate the building through the nearest fire exit and a designated member of staff will check the toilets where safe to do so. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

- The Scheme Leader will take the register, contact names, telephone numbers, with them and take a roll call at the assembly point as quickly as possible. If any person is missing from the register, the emergency services will be informed immediately.
- Nobody will enter the building until deemed safe to do so by the Fire Brigade.
- The Scheme Leader will contact parents/carers to collect their children if necessary.

Fire Prevention

The scheme will take all steps possible to prevent fires occurring. As such, the Scheme Leader and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the scheme's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

The Scheme Leader will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

Closing the centre in an emergency

In very exceptional circumstances, the Scheme may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the Scheme Leader and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue (see **Fire / Evacuation Procedures**), where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

FIRE/EVACUATION PROCEDURES

(a) TO BE DISPLAYED AT ALL TIMES

ACTION	RESPONSIBLE ADULT
<p>DISCOVERING A FIRE</p> <ol style="list-style-type: none">1. Raise the Alarm.2. Immediately evacuate the building using the nearest safe exit to lead the children out.3. Check all rooms to include toilets, kitchen, sick room, home corner, etc.4. Pick up the register and contact forms.5. Close all doors behind you as you proceed.6. Telephone Emergency Services dialling 999 asking for the FIRE SERVICE. <p>IN A PLACE OF SAFETY CLEAR OF THE BUILDING</p> <ol style="list-style-type: none">1. Make a head count.2. Check the children against the register. <p>Account for all adults.</p>	<p>(Insert names where applicable)</p>

IN A CASE OF EMERGENCY EVACUATION-

Follow any instructions given by the Emergency Services.

REMEMBER -

Priority is to prevent any harm coming to the children, without giving a hint of any undue anxiety. Take the evacuation in a calm and orderly manner. Do not worry about personal belongings.

