



Nourishing the fitrah of each unique child

Fire Prevention and Evacuation Policy

“.... whoever saves a life, it will be as if they saved all of humanity.”

(Surah Maidah, Verse: 32)

Updated:
January 2025

Review date:
January 2026

Fire Prevention and Evacuation
Coordinator:
Hawwa Mbombo



Adopted: January 2025

Review date: January 2026

Fire Prevention and Evacuation Plan

Premises details:	Khosla House Park Lane Hounslow TW5 9WA Telephone: 0208 004 5481 (Option 4)
Author responsible:	Hawwa Mbombo
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Reviewed by:	Trustees
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Statement of Intent

At Unique Academy the person responsible for Fire Safety is the Headteacher. This Fire policy complies with the Regulatory Reform (Fire safety) Order 2005. Instructions are displayed for all staff, pupils and visitors to ensure safe evacuation of the premises in the event of fire.

Unique Academy ensures that provision is made for a fire risk assessment to be carried out by a relevant body each year. The school is not routinely visited by the Fire Brigade but will comply with any recommendations made by the Fire Service and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.

The importance of raising awareness of Fire Safety is recognised and the school seeks to ensure all possible fire risks are addressed.

Aim

In line with this aim, the school will:

- carry out training of all staff on initial appointment, which will be repeated periodically
- ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment
- ensure fire drills are carried out in the first 2 weeks of each term to raise awareness and confidence in fire procedure across the whole school.
- ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- provide staff and those working on the site with a copy of this policy. It is a school requirement that all those working on school site are provided with information about fire safety at the school.
- maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

All staff must read this policy and be aware of the fire procedures. It is reviewed annually, or as legislation changes require.

Detectors/School Safety Measures

All schools are required by law to have appropriate fire detection and warning systems in place. Staff are expected to:

- Know the location of manual alarm call points and understand how to operate them
- Be familiar with how the alarm sounds/looks when activated Detection/warning systems must ensure that staff and pupils can hear/see the alarm, and a fire can be automatically detected, from anywhere in the building

Manual fire alarm call points undergo testing once a week at the same time (Weds pm) Report any faults or concerns about fire alarm points to the site staff IMMEDIATELY.

Smoking

- Follow the school's smoking policy and adhere to the designated smoking and non- smoking areas.
- Always extinguish and dispose of cigarettes properly.

Preventing Arson

To help prevent prevent arson:

- Restrict unauthorised entry by limiting site entrances/access
- Secure all entry points
- Ensure unauthorised persons can be identified – lanyards distinguish the supervision levels of all visitors/staff – challenge or report those who are not wearing ID.
- Have sufficient lighting
- Have appropriate waste management procedures – ideally outside waste bins should be kept in a secure compound away from the building
- Report any suspicious behaviour or accidental fire.

Fire Procedure

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS
- All emergency evacuation maps are by the evacuation point in each room and on the staff notice board.

In the event of any member of the school community finding a fire they must:

1. manually break the call point glass
2. contact the Fire Services directly by dialling 999.

The fire bell is a continuous sound and staff and pupils should follow the evacuation procedure detailed for pupils (Appendix 3) and for staff (Appendix 4).

Roles and Responsibilities

Trustees

To ensure that this policy is implemented effectively and review fire and emergency evacuation records and drills.

Headteacher / Fire Officer

- Undertake fire safety training and ensure that all staff receive fire prevention and evacuation information as part of induction and on a regular basis.
- In the event that the building needs to be evacuated, ensure that once the ALL CLEAR has been given by the fire officer, the Headteacher will dismiss pupils back into the building.
- Will check the fire panel to establish the area of the fire. Fire panels are situated in the entrance of the building. The fire officer will then establish if there is a fire and contact the Headteacher to inform them.
- They will telephone the Fire Services and notify them on arrival of the position of the fire. They will liaise with staff.
- They are responsible for taking the registers and giving it to the teachers and calling out the visitors register.
- They must keep information related to hazardous substances and fire safety logs, which will also be given to the Fire Service. In the event of an emergency that requires the school to close a message will be sent via SMS to all parents, requesting that they collect their child from a designated location.

Evacuation To Secondary Location

The secondary location is Avenue Park (opposite the school building).

The initial evacuation will be identical to a fire evacuation. The alarm will sound the same and all occupants in the building will exit in the normal manner. Instructions to proceed to Cranford Park will be given by the school Headteacher or school administrator on their leaving the school building.

Depending on the time of day, the situation and other factors, the Headteacher will decide on future action, (return to school, method of release etc.).

Out Of School Hours

If the alarm sounds before 8.30am pupils and staff will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, the premises Headteacher will inform the Fire Brigade that there could be students in the building who cannot be accounted for.

After 3.30pm all pupils must gather at the assembly point. The school administrator will then register the students using a sign in/out sheet as a register. Any other member of staff running an event or club after school should also have an accurate register of attendance which will be used. The fire office should be kept up to date either by phone or in person as to whether the fire brigade has been called or if the alarm can be silenced and the pupils allowed back into the building.

At all times there are trained Fire Marshals on the premises.

Visitors

All visitors sign in and out of the Reception desk. This visitors' book is used to register visitors at the assembly point in the event of an evacuation. All visitors are given a badge on the back of which are details of the fire procedures and they are informed of the assembly point. Fire evacuation routes are clearly labelled around the school, which visitors should follow.

Contractors

Any contractors commissioned by Unique Academy and working specifically on the ground floor must sign in at reception and wear a visitors' badge at all times. The contractor's must ensure that they are briefed on the school's fire procedure including the no smoking policy. Any 'hot works' must be communicated to the school administrator before work begins.

Fire Risk Policy and Procedures

All records relating to Fire Safety are kept and maintained by the Headteacher. They are reviewed in consultation with the school administrator. The following records are kept, maintained and reviewed:

1. the Fire Risk Assessment and its review
2. the Emergency Evacuation Plan
3. training records of Fire Wardens and other staff training
4. the fire practice drill log
5. certificates for the installation and maintenance of fire-fighting systems and equipment.
6. All other logs related to fire safety in the fire safety logbook

Regular fire safety checks are carried out by the premises trustee in the interim. See the fire safety checklist in the appendix.

Activities such as Design and Technology, cooking, sports and science have policies in place which include fire precautions and dangerous substances and clear instructions on what to do in the event of fire. Hazardous substances are kept in lockable cabinets/containers. A register of dangerous substances is kept by the school administrator.

All employees should:

1. familiarise themselves with the fire procedures and the escape route
2. report to the school administrator any concerns regarding fire safety
3. ensure that doors are not held open by fire extinguishers and fire exits are not blocked
4. in accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk
5. not attempt to extinguish a fire unless they have been specifically trained to do so
6. comply with the school no smoking rule
7. ensure classroom displays and work displayed in hallways should be set up with care; decorations can be a fire risk if hung near sources of heat or light fittings
8. ensure clothing and costumes used for school events, which can be highly flammable, are never placed close to any heat source, e.g. footlights or other stage lighting
9. remove from school buildings combustible material such as cardboard boxes and packaging unless they are required for educational purposes. When such materials are not in use, they should be kept in a designated storage area. Hallways, entrances and exits should be kept clear and free of combustible materials. Hallways should always be kept clear.
10. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances
11. have a responsibility towards ensuring electrical equipment must be used with care and kept in a safe working order.

In addition:

- Electrical points must never be overloaded, and wiring must be checked regularly.
- All portable mains-powered equipment that enters the school must be checked for electrical safety before use.
- This includes equipment brought in from home, such equipment must not be used until it has been approved.
- All existing portable mains-powered equipment has been tested for electrical safety (pat – portable appliance testing).

Portable Fire Fighting Devices

Fire-fighting equipment should be sited on corridors and in relevant rooms within easy reach. All devices must be easy to use, clearly displayed and available for use. Staff should be made aware of the methods of operation and limitations of every fire extinguisher in school. All devices must be tested regularly to meet the required standard under the site staff's responsibility. The site staff will record and report to the headteacher results of any testing.

All fire extinguishers should be red in colour and give clear instructions on how to tackle certain types of fire. A colour-coded reference guide should display which extinguishers are suitable.

It is essential that you know which type of extinguisher to use on which type of fire.



Risk Assessment On Vulnerable Adults And Children With Disabilities

A risk assessment will be carried out on staff and pupils depending on their individual need and a risk assessment carried out.

Procedures To Follow For Vulnerable Adults And Children With Disabilities In The Event Of A Fire Or Fire Drill

In case of a fire or fire drill, the schools teaching assistant(s) in the early years classrooms, are to provide assistance to any vulnerable adult (e.g. a visitor) or child with mobility impairment or special needs. They are to:

1. Find a child (or vulnerable adult) and reassure them.
2. Accompany a child (or vulnerable adult) to the Assembly Point in the car park using the nearest fire exit.
3. On no account must anyone re-enter the School building until the Fire Brigade has told the Headteacher it is safe to do so.





Fire Warden Training

All employees receive training and instruction on all of the fire and emergency procedures on an annual basis. All training is recorded. All members are advised on taking preventative measures and ensuring a safe environment. Any employees with additional fire safety duties i.e. Fire Marshals, will be given training on appointment to their specific duties and refresher training on an annual basis. All staff are provided health and safety. The staff training as Fire Wardens are listed on the staff notice board and around the school, where appropriate.

Fire Drills

Fire drills are necessary to ensure a safe, orderly, efficient and successful evacuation in the event of an emergency. Drills are an exercise in discipline, not speed. Complete cooperation and understanding are essential.

Fire drills will be both scheduled and unannounced. There will be at least three per academic year (once per term). All fire alarm activations should be treated with importance and the school administrator will keep a record of all drills.

<p style="text-align: center;">Welcome to:</p>  <p style="text-align: center;">Visitors Badge</p>	<p style="text-align: center;">Unique Academy's Fire Procedure: If you hear a fire alarm:</p> <ol style="list-style-type: none"> 1. Stop what you are doing 2. Leave the building calmly and quickly 3. Wait at the assembly point 4. Listen to the register <p>5. Stay outside until you are informed that it is safe to go back side the school</p> <p style="text-align: center;">Assembly point: Rear of car park</p> <p>Any safeguarding concerns? Ask the Reception admin for the Designated Safeguarding Lead (DSL): Sanaa Arshad</p> <p style="text-align: center;">Deputy Designated Safeguarding Leads (DDSLs): Cinzia Albi School Administrator</p>
<p style="text-align: center;">Welcome to:</p>  <p style="text-align: center;">Visitors Badge</p>	<p style="text-align: center;">Unique Academy's Fire Procedure: If you hear a fire alarm:</p> <ol style="list-style-type: none"> 1. Stop what you are doing 2. Leave the building calmly and quickly 3. Wait at the assembly point 4. Listen to the register <p>5. Stay outside until you are informed that it is safe to go back side the school</p> <p style="text-align: center;">Assembly point: Rear of car park</p> <p>Any safeguarding concerns? Ask the Reception admin for the Designated Safeguarding Lead (DSL): Sanaa Arshad</p> <p style="text-align: center;">Deputy Designated Safeguarding Leads (DDSLs): Cinzia Albi School Administrator</p>
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Appendix 2 – Fire Safety Checklist

Fire Safety Checklist

Fire Alarm

1. Have you tested the fire alarm system? YES NO
2. Did the alarm sound as expected throughout the premises? YES NO
3. Are all manual points in good condition and unobstructed? YES NO
4. Did you test a different call point from last week? YES NO
5. Do visual alarms and pagers work as expected? YES NO N/A

Escape Routes and Exits

1. Are all routes and exits free from obstructions? YES NO
2. Are all fire doors kept closed when not in use? YES NO
3. Do fire doors that are normally locked unlock during the alarm? YES NO
4. Do escape routes and final exit doors open easily? YES NO
5. Is the assembly point easy to access? YES NO

Signage and Lighting

1. Are all fire safety signs clearly visible and undamaged? YES NO
2. Do all fire safety signs clearly lead people out of the building? YES NO
3. Is the lighting in fire safety signs working correctly? YES NO
4. Is the assembly point sign clearly visible and undamaged? YES NO
5. Are fire action notices in good condition and unobstructed? YES NO

Extinguishers

1. Are extinguishers in their intended location and unobstructed? YES NO
2. Are they free from damage, e.g. corrosion? YES NO
3. Are they properly mounted? YES NO
4. Is there at least one on each floor? YES NO
5. Are they due an inspection or due to expire soon? YES NO

Any further comments/actions to take:

Date: 02/01/2025

Name of Assessor(s): Hawwa Mbombo

Assessor(s) Signature: *H.Mbombo*



Appendix 3

Personal Emergency Evacuation Plan (PEEP)

This plan will detail what additional assistance and support a person with vulnerabilities needs to safely and swiftly evacuate during a fire.

Job Title:	Teaching Assistant(s)
Tel:	0208 004 5481 (Option 4)
Location:	Car Park
Additional Information:	In the event of a fire alarm, teaching assistants are instructed to locate and help any particularly vulnerable adult or child leave the premises.

In the instance of a fire, they will be notified by:

Existing alarm system

Pager device

Visual alarm system

Emergency evacuation procedures will be provided to them in:

BSL

Braille

Large Print

Audio

If the individual cannot raise the alarm on their own, the agreed alternate procedures **for them are:**

Contact the school administrator directly to raise the alarm.

Designated Assistance

The following person has been assigned to assist the individual with evacuating the building in a fire emergency:

Job Title:	Teaching Assistant (s)
Tel:	0208 004 5481 (Option 4)
Location:	EYFS

Personalised Evacuation Procedure

Provide a step-by-step account of how the individual will be safely evacuated from the building, including transfer procedures, methods of guidance, etc.

In case of a fire or fire drill, the schools teaching assistant(s) is to provide assistance to any vulnerable adult (e.g. a visitor) or child with mobility impairment or special needs. They are to:

- Find child (or vulnerable adult) and re-assure them.
- Accompany child (or vulnerable adult) to the Assembly Point in the car park using the nearest fire exit.
- On no account must anyone re-enter the School building until the Fire Brigade has told the Headteacher it is safe to do so.

Equipment Provided

What assistive equipment has been provided for the individual and where is it located?

N/A

Declaration

I am aware of and understand the emergency evacuation procedures and believe they are appropriate for my specific needs.

Headteacher's Signature:	Hawwa Mbombo
Date:	02.01.2025



Emergency Evacuation Assessment Form

Anyone who may require additional accommodations and support to evacuate during a fire should fill out this form.

Name:	
Job Title:	
Tel:	
Additional Information: (E.g description of your duties)	
1. Would a written emergency evacuation procedure help you?	
2. Do you require fire safety information in an alternate format? (For example, Braille, largeprint, audio, BSL, or another language) If YES, what format would be best for you?	
3. Do you have any problems reading and identifying emergency signs on evacuation routes and emergency exits?	
4. Do you have any problems with hearing fire alarms?	
5. Would you have difficulty raising the alarm if you discovered a fire?	
6. Would you struggle to travel independently and quickly to the nearest emergency exit?	
7. Do you require the use of a wheelchair for mobility?	
8. Do you have any additional comments?	
Date completed:	



Fire Maintenance Plan of Fire Doors, Fire Exits, Fire Equipment and Systems

1. **What should a member of staff do if they discover a fire?** Close the door and sound the alarm at the nearest fire alarm call point and exit the building via the fire escape to the assembly point in the car park.
2. **Who are the fire warden(s)? What actions should they take if they discover a fire?** Hawwa Mbombo is the Fire Warden. The Fire Warden must close the door and sound the fire alarm at the nearest fire call point. They must check all rooms to ensure that no one is left behind and close each door after checking. They must then exit the building via the fire exit and make their way to the assembly point.
3. **How will people be warned if there is a fire?** The nearest Fire Call Point must be pressed to activate the fire alarm which will ring throughout the building.
4. **Where are the fire alarms and manual call points located?** The first is the manual call point is near the blue front door entrance of the premises. The second manual call point is near the school main door entrance. (See ground plan)
5. **How will people escape the building?** There is one escape route which is via the main school door. (See ground plan)
6. **How can people identify escape routes?** There is a fire exit emergency light near the fire escape route as well as fire exit emergency lights in various parts of the building pointing towards the fire exit route.
7. **Where is fire-fighting equipment?** There are 6 main fire extinguishers. One is located in the reception area. The main school corridor has 2 fire extinguishers on either end of the corridor. There is a fire extinguisher and a fire blanket in the staffroom/kitchen. (See ground plan)
8. **Where is the assembly point(s)?** At the car park.
9. **Who will contact the fire rescue service, or any other emergency services, and how?** The school administrator (Fire officer), will contact the emergency services on 999, giving the schools address as: Ground Floor, Khosla House, Park Lane, Hounslow, TW5 9WA.
10. **How will you cooperate with the fire rescue services and who is responsible for doing so?** The Headteacher will be responsible for communicating with the fire rescue services.
11. **If you have any PEEPs, who requires them and who is in charge of supporting them?** Currently no persons require PEEP. Teaching assistants are responsible for supporting PEEPs.
12. **What accommodations are in place for people with vulnerabilities?** The evacuation plan will be provided and communicated to people with vulnerabilities in a format which best suits their needs.
13. **What are the procedures for carrying out a roll call and who is responsible for doing so?** Once all classes have evacuated the building, the Fire Officer (school administrator) will give each class teacher their class register in order for them to carry out a roll call.
14. **What other actions should responsible persons take?** The school administrator will record the time taken to leave the building during fire drills and any other relevant information.
15. **When will the following be carried out?** (Write the date/frequency.)

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems		
System	Frequency	Method of Test
Corridors, Escape Route and Fire Exit Doors:	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors:	Once a week	Check that doors are opening freely and that emergency exit fittings are operating correctly.
Fire drill:	Once a term	
Fire warden training:	Annual	Online and/onsite training
Fire extinguishers, fire blankets:	Annually	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire alarm	Daily/Weekly	Visual check of panel for fault indications.
Testing fire alarms:	Once a week	Test key operation of different call point each week in rotation.
Testing smoke alarms:	Once a week	
Testing emergency lighting:	Once a month	Operation of test switch or circuit breaker and check that light illuminates.

Records

The following records will be kept in the Fire Folder:

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.



Emergency Evacuation Plan

Sound Of The Fire Alarm

The sound of the fire alarm will be a continuous warning siren.

Raising The Alarm

If a fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm should be raised without delay by activation of the nearest call point.

Action Staff Should Take On Hearing The Alarm

The following actions should be taken on hearing the alarm.

- The Headteacher will take charge and lead in the fire evacuation.
- The Headteacher will dial 999 and request the Fire Service. Headteacher gives their name, name of building, building address, contact number and details of fire.
- The School Administrator should pick up the visitors signing in book and class registers from the reception desk.
- Staff, children and visitors will evacuate the building in a calm and orderly manner and early years teaching assistants will provide assistance to those needing additional help in evacuating.
- A separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as general emergency evacuation plans (GEEPs) for visitors who may be visiting the school. Both these will be implemented as appropriate subject to these people being on site.
- Lifts are not to be used for evacuation.
- The Headteacher (and other Fire Wardens, if appropriate) are to sweep building to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out .
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building.
- Fire wardens should ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Everyone must go to the assembly point and allow fire wardens to check that all children, staff, visitors and contractors are accounted for.
- The Headteacher will liaise with the Fire Service upon their arrival.

Escape Routes

The escape routes from the building are:

1. Main Entrance.

Fire Assembly Point

The assembly point is: the Car Park.

Fighting Fires – Extinguisher Use

Fire extinguishers should only be used where:

- Staff have received training and feel confident in their use
- Where it is safe to do so, for example where there is a clear means of escape or the fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location Of Key Safety Hazards Or Other Fire Related Equipment

- Gas supply shut off: N/A
- Mains fuse box: Electrical Cupboard
- Mains water inlet: N/A
- Gas/oxygen cylinders: N/A
- Location of fire alarm panel: Near the main entrance

Number Of Staff Needed To Carry Out Evacuation Plan

To implement this evacuation plan, 2 members of trained fire wardens are needed on duty.

Between 8:00am and 4:30pm, Monday to Friday as well as extended hours during special events, staff need to be on duty at all times.

Equipment Needed To Effect The Emergency Plan

Mobile phones and Hi-Visibility Vests.

Variations To Plan

There may be variations to normal fire evacuation arrangements during weekends, special evening events, lone working etc, whereby the Site Manager will undertake Fire Warden responsibilities.

Back Up Arrangements

The Site Manager will undertake Fire Warden duties, as outlined above.

Responsibilities

The Headteacher is responsible for ensuring:

- this plan is up to date
- that adequate staff are on duty to carry out the evacuation plan
- staff training on the evacuation plan and in their roles and responsibilities



FIRE ACTION NOTICE



Raise or sound the alarm



**Alert the Fire Brigade
Dial: 999**



Only attack the fire if it is safe and you have been trained to do so



Leave by the nearest fire exit



**Go to the assembly point at
Car Park**



Do not use lifts.

**Do not run
Do not return into the building
Only return when authorised to do so**

Site Personnel with Fire Safety Responsibility

Responsible Person: Hawwa Mbombo

Fire Safety Manager: School Administrator

Deputy: Site Manager

Fire Wardens and Marshals:
Hawwa Mbombo, Sanaa Arshad, Ayan Ahmed,
Rukshan Batool, Cinzia Albi

Emergency Contacts

Dial 999 or 112

for Ambulance, Fire or Police

Be ready to provide the following information:

- * Location of the emergency
- * Nature of the incident
- * Your name

<u>Emergency Service</u>	<u>Telephone</u>
Hospital:	0208 560 2121
Doctor: Cranford Medical Centre	0208 564 8696
Ambulance: West Middlesex	999
Police: Hounslow Police Station	0208 577 1212
Fire Brigade: Heston and Isleworth	0208 555 1200
Health & Safety Enforcing Authority:	0208 583 5555

FIRST AID

Name(s) and Location of nearest First Aider(s) or Emergency First Aider(s)

Hawwa Mbombo
Mohamed Hamani
Sanaa Arshad
Ayan Ahmed
Rukshan Batool
Cinzia Albi

Name(s) and Location of nearest Appointed Person(s) School Administrator (School Office)

<u>Location of First Aid Kit(s)</u>	
School Office	Year 1 / 2 Class
Nursery Class	Year 3 / 4 Class
Reception Class	Year 5 / 6 Class
Medical Room	

Location of First Aid and Treatment Records Medical Room (Ground Floor)