

Fire Procedures Policy

Staff & Visitors

Signed:

Designated SLT Members: Matt Hogg, Lesley Hogg, Joel Edgington-Plunkett

Fire Marshal Leader: Joel Edgington-Plunkett

Date: September 2026

Review Date: September 2027

Rationale:

This document details the fire and emergency procedures (including evacuation) for the premises of VIP Education. Staff and visitors should ensure they are familiar with these procedures and act upon the requirements.

Aims:

It is the overall aim of VIP Education to minimise the risk to staff, pupils and visitors which may arise from a fire emergency. This will be completed by ensuring precautions are taken to avoid fires occurring and by making sure that procedures for minimising the effects of an outbreak of fire.

Fire Evacuation: Roles and Responsibilities

Responsible Person – this is the responsibility of the Fire Marshal Leader and Director(s) who have the overall responsibility for fire safety management.

Fire Marshal Leader – Joel Edgington-Plunkett

Designated SLT Leader – Matt Hogg

Deputy Fire Marshals – Ian Brough, Ellie Griffiths

Site Safety – Ian Brough

Fire Drill Procedures, Exit and Assembly Point:

In each room there is guidance of the fire drill procedures (Appendix A) and a plan of the building showing the fire exit and assembly point.

Designated Fire Assembly Point:

At the top of the car park in the middle lane clearly marked with the post.

Evacuation routes:

Evacuation routes will be kept free of obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places.

Responsibility of all staff:

All staff (including visitors) are responsible for maintaining a high standard of fire precautions in areas under their control or influence. Staff should ensure:

- That they are fully aware of the fire evacuation procedures (displayed in every room and set out in Appendix A of this policy
-).
- That door vision panels, and fire exits are kept clear and fire alarm call points and firefighting equipment are not obstructed.
- That the presence of inflammable materials is kept at a reasonable level and that inflammable materials are stored appropriately.
- That the pupils for whom they are responsible are made aware of the fire evacuation procedure.
- Those doors are shut when not occupied by staff members.
- That all firefighting equipment is always in the identified position.
- Staff to follow PEEPs to support pupils and staff.

Fire Marshals:

Key staff will act as fire marshals and deputy fire marshals but will be supported by all staff as pupils exit the building. Room leaders are responsible for ensuring pupils leave the learning environment quickly and safely. Fire marshals and deputy fire marshals are responsible for sweeping the toilets and group areas before joining staff and pupils at the evacuation point.

Staff are aware of contingencies if key staff are absent or not on site.

The site safety representative (Ian Brough) is responsible for ensuring that the safety of the site is too an expected safe standard and that the fire escape routes are not obstructed.

Staff absences:

If staff leave the premises, then it is their responsibility to ensure that they use the sign in/out system online, so we have an accurate register of who is in and out of the building at the current time of the fire emergency.

Should a room leader be absent, the lead adult in the room will be responsible to sweep the room and guide pupils to the fire evacuation point.

Action when the fire alarm sounds:

Room leaders to check all pupils exit their designated learning environment.

Pupils should form a line and leave calmly by the nearest exit and make their way to the fire evacuation point.

Pupils and staff should not stop for belongings.

All windows and doors to be closed, but not locked.



Registers to be taken outside by the deputy fire marshal and will be overlooked by the fire marshal leader and designated senior leadership member.

The online signing in system to be checked by office staff who will ensure visitors are accounted for.

Staff room and office team room to be checked by fire marshal.

Fire marshal leader to call the fire brigade (if required).

No one is to re-enter the building until all clear is given.

Pupils needing support with the evacuation:

Pupils who require a Personal Evacuation Plan (PEEP) will be supported by support staff within their group. All staff will be aware of pupils with a PEEP within their group and what to do in the situation.

If a member of staff requires support to evacuate the building quickly, then another member of staff will be named to provide this support.

If a visitor needs support, then a designated member of staff will provide this support.

All these groups will need to make their way to the nearest safe exit and to the assembly point.

Action on discovering a fire:

Raise the alarm without delay – anyone discovering a fire should activate the nearest fire alarm, inform the deputy or fire marshal leader by using the walkie talkie and evacuate the building to the nearest exit.

Fire marshal leader to call the fire brigade, if the fire marshal leader is not present then one of the deputy fire marshal's needs to call the fire brigade.

Report to the assembly point in a safe manner sweeping anyone out of the building on the way.

It is VIP Education's policy that all staff and children leave the building immediately without attempting to fight the fire. Firefighting should only be used if the fire is blocking your means of exit.

Upon arrival of the fire brigade, the fire marshal leader or a designated deputy will liaise with them and hand over any relevant information – any person unaccounted for, location

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of the fire (if known), areas containing flammable or toxic material (cleaning cupboard, caretaker's room, location of the nearest water supply and access points into the buildings.

If there is no risk of injury, main services such as gas or electricity should be turned off.

Stop Gap 1

1. The mains isolator for electricity can be found in the caretakers' storeroom.

Stop Gap 2

1. The mains isolator for electricity can be found in the back classroom, on the ground floor in the electrical storeroom.

Assembly point procedure:

At the assembly point, students will be in their group and the designated deputy fire marshal will complete the register for all students and visitors using the online sign in system. Pupils will stand with their group and staff members, all pupils, staff and visitors will be dismissed when safe and approved by the fire marshal, director and the health and safety officer back into their learning building.

Visitors:

All visitors will be greeted with staff at the front door of unit 1, staff members will then sign the visitor in using the online signing in system. Staff who know visitors will be attending either unit 1 or 2 also need to inform the office in advance of them attending.

Fire training:

All staff will undertake in house basic fire and evacuation training with the fire marshal leader and the deputy fire marshals. The training will be undertaken every 3 years.

Fire logbook and other records:

The fire logbook is in the main office in unit 2, issues and their resolution and training are logged by the fire marshal leader and in the absence the designated deputy fire marshal as they arise.

Records of regular testing of fire exits, alarms and visual inspection of fire extinguishers carried out by the fire marshal or in the absence the designated deputy fire marshal is recorded in the fire logbook.

Equipment testing:

Fire alarm testing – the fire marshal will carry out a daily visual check of the panel for fault indicators. The fire alarms are tested on a weekly basis, the outcome of these tests is recorded weekly in the fire logbook. The fire alarm system is maintained by the fire marshal.

Fire exit doors – daily checks by the fire marshal and health and safety representative to ensure doors are opening and closing freely and that they are free from obstruction. This is recorded in the fire logbook.

Fire-fighting equipment – a monthly visual inspection of fire-fighting equipment is carried out by the fire marshal and the health and safety representative, and this is recorded in the fire logbook. The equipment is tested annually, and records are kept in the fire safety folder.

Emergency lighting – emergency lighting is tested monthly, and records are kept in the fire safety folder.

Electrical testing – PAT testing is completed annually, and records are kept in the fire safety folder.

APPENDIX A

Fire Regulations

1. The fire alarm is a continuous bell, a whistle (based in the bottom kitchen in Stop Gap 1 & 2) will also be blown manually in short blasts.
2. On hearing the bell/whistle, immediately evacuate the building and do not attempt to bring any personal belongings.
3. Designated deputy fire marshal for the learning area to ensure, where possible, that all windows are closed, and the door is closed upon exit.
4. Walk calmly to the evacuation point in the car park and wait for the designated fire marshal to complete the register.
5. All administration staff and other staff members evacuated immediately and stand at the fire evacuation point.
6. Deputy fire marshals do a sweep of their designated areas.
7. Signing out records from the online sign in system (iPad to be collected by the designated deputy fire marshals in unit 1, first kitchen in the entrance) before being undertaken at the evacuation point in the car park.



