

Fire Safety and Evacuation Procedure Policy

The Vocational Day School

Policy Statement

The Vocational Day School is committed to ensuring the safety of all pupils, staff, visitors, and contractors in the event of a fire emergency. We maintain a safe environment and ensure all individuals understand evacuation procedures and their responsibilities.

Legislation and Guidance

This policy is informed by:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Early Years Foundation Stage (EYFS) Statutory Framework (where applicable)
- Guidance from the UK Fire and Rescue Service

Fire Safety Responsibilities

We ensure fire safety through:

- Regularly reviewed fire risk assessments
- Maintained fire alarm and detection systems
- Annual servicing of fire extinguishers
- Operational emergency lighting
- Clear and accessible escape routes
- Staff awareness of evacuation procedures

Action on Discovering a Fire

If a fire is discovered:

- Raise the alarm immediately using the nearest call point
- Evacuate using the nearest safe exit
- Inform a member of staff or the responsible person
- Call emergency services if required

Action on Hearing the Fire Alarm

When the alarm sounds:

- Stop all activities immediately
- Instructors lead pupils calmly to the nearest exit

- Do not collect personal belongings
- Do not run
- Do not use lifts

Assembly Point

The designated assembly point is the car park in front of the premises. Staff will take a register or headcount to ensure all pupils are accounted for.

Safeguarding and Supervision

Staff will prioritise the safe evacuation of all pupils and maintain supervision at all times. Pupils must remain with their instructor at the assembly point until further instruction is given.

Fire Drills

Fire evacuation drills are conducted at least annually, and records are maintained to ensure effectiveness and compliance.

Staff Training

All staff receive fire safety training as part of their induction and are regularly reminded of evacuation procedures and responsibilities.

Policy Implementation

We ensure that:

- This policy is shared with all staff and stakeholders
- Fire safety procedures are clearly displayed and understood
- Regular reviews and updates are carried out

Next scheduled review: 1st April 2027