



Latest Update: Sept. 2025

Next Update: Sept. 2026

## Fire Safety Policy

### 1. Policy Principles

Oaks Rise aims to minimize the risks to staff, learners, contactors, visitors and members of the public in the vicinity of the building, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are in place to prevent fires from occurring and ensuring systems are in place to provide early detection and warning, to minimize the effects of an outbreak of fire and, safely evacuate the premises.

Our policy is that:

- a. No life be put in jeopardy in any way whatsoever.
- b. Evacuation procedures are regularly tested (termly).
- c. Possessions, equipment, etc. are replaceable and no person's life or an injury to a person is worth their rescue.
- d. Suitable fire precaution systems are implemented and followed.
- e. Fighting any fire is only undertaken when there is no risk to a person or persons and that person has received appropriate training.
- f. In the event of a fire, safety and preservation of life will override all other considerations.

### 2. Roles and Responsibilities

It is the duty of all staff and directors to make themselves familiar with this policy and with the agreed emergency evacuation procedures as set out below.

The Administrative Officer is the designated Fire Warden and is responsible for ensuring compliance with this fire safety policy on a day-to-day basis. The Oaks Rise Director, Services is the deputy Fire Wardens responsible when the Fire Warden is not on site.



The directors are responsible for:

- Holding the Fire Warden to account for the effective day to day implementation of the policy.
- Ensuring that this policy complies with relevant fire safety regulations and legislation and that it is regularly updated.
- Undertaking a fire safety risk assessment on at least an annual basis
- Ensuring that all staff and directors have received appropriate fire safety training and that this is regularly updated.

### 3. Personal Emergency Evacuation Plans

All learners attending Oaks Rise are neurodivergent and as such may be disabled. As part of the standard Oaks Rise admissions process, assessment is made via conversations with parents/carers and the individual child / young person (CYP) as to whether they would likely require additional assistance in the event of a fire – either due to physical, mental (e.g. executive function) or emotional (e.g. flight, fight, freeze) factors. See Section 6 of the 'Template Transition Interview & Learner Profile' form. If the need for additional assistance is identified, a personal emergency evacuation plan (PEEP) will be developed for that learner. This ensures they are provided with suitable assistance to ensure their safe evacuation. Any staff with a physical, emotional or mental disability that may affect their actions in the event of a fire should also have an agreed PEEP in place. See 'Oaks Rise Pre-Employment Health Questionnaire'. All staff and directors should make themselves aware of the contents of each PEEP. When a new PEEP has been written the Fire Warden will email all staff to make them aware.

### 4. Fire Warning Equipment and Emergency Exit Facilities

The building consists of three stories, two of which are used for classrooms. There is a single door to enter at the front of the building opening into a hallway with stairs, a toilet and a door leading to the ground floor classroom areas.

On the ground floor in the room leading from the hallway there is a communal space with a kitchenette on the right-hand side with a door to the garden. Towards the back of the ground floor building there is a classroom and a door to the garden. Off the classroom is a door leading to the sensory room.

On the first floor at the top of the stairs there is a door leading to the toilet and a door leading into the staff office.

On the second floor there is a classroom with a door leading to a balcony at the front of the building.

#### **Fire Detection & Alarm Equipment:**

The building is fitted with the following:



- 1 x fire alarm panel
- 5 x call points
- 9 x smoke detectors
- 1 x heat detector
- 9 x sounders
- 4 x emergency lights

The system was tested and approved by a professional fire safety company in March 2025. The certificate is held on file and displayed on the noticeboard in the staff office. The fire alarm is tested weekly by the Administration Officer. See Annex 1 for further details.

### **Emergency Exits**

There are three emergency exits on the ground floor of the building. These are:

- The front external door, leading onto a gated front yard which leads onto a public pavement
- The external door in the kitchenette area, which leads onto the back garden which has an external gate leading to a gated, private car park.
- The French doors at the back of the ground floor classroom, which lead onto the back garden area which has an external gate leading to a gated, private car park.

The key to the padlock on the back garden fence gate is held on a hook next to the French windows at the back of the building on the ground floor. This key must remain on the hook at all times when not in use.

### **Emergency Signage**

Clear signs, meeting relevant legislation, indicate all fire escape routes, fire exits, and firefighting equipment.

A Staff Fire Action Notice is displayed next to the call point in the staff office on the 1<sup>st</sup> floor.

## **5. Emergency Evacuation Procedures**

The Oaks Rise Fire Warden is responsible for the fire safety of learners on site at all times. In the absence of the Fire Warden, Services Director has responsibility. It is the responsibility of individual session lead staff (i.e. Learning Facilitators & Senior Learning Facilitators) to ensure the safe evacuation of all learners for whom they are responsible,



to the agreed muster point (see below).

- All Oaks Rise learners are instructed during initial induction meetings and fire drills that on discovering fire they must inform the nearest adult.
- For staff, on discovering a fire, the alarm must be activated by breaking the fire alarm call points and the fire brigade called immediately by dialing 999 and giving clear details of the location of the fire.
- When the fire alarm sounds, learners should be marshaled by each session lead in an orderly fashion via the safest escape route to the nearest safe fire exit.
- If possible, any open windows should be closed. One adult should lead. The Fire Warden will bring up the rear. If possible, doors should be closed behind the group. It is important for staff to be familiar with all escape routes in the event that one route is blocked.
- The Fire Warden is responsible for ensuring the following equipment is taken out of the building during the evacuation procedure:
  - An Oaks Rise Laptop with charging cable (which enables access to the electronic attendance register, parent/carer contact details for all learners and learner medical needs information);
  - An Oaks Rise mobile phone (from which internet hot-spotting can be initiated);
  - The Visitors Book.
- The personal emergency evacuation plan should be activated for all learners and staff with a PEEP in place.
- The group will assemble at the predetermined place of safety, which is the car park area, against the right-hand boundary wall (when facing the building with back to the road) of No. 36 Kingsthorpe Road (i.e. the warehouse next door to Oaks Rise.)
- It is important that staff and learners do not gather or obstruct any entrances or areas where people could impede the firepersons' progress.
- On arrival, names should be checked against the attendance register by the Senior Learning Facilitator. The person responsible for summoning the fire brigade is the Fire Warden. The person responsible for meeting the fire brigade is the Fire Warden.



As a general rule, if someone is missing, the building should not be re-entered but information should be given to the fire brigade for them to make a search. Nobody should re-enter the building until given permission to do so by the senior fire officer present.

No attempt should ever be made to tackle a fire unless it is very small and poses no immediate threat to the occupants of the building. Generally, if the fire is small, for example in a small bin, it can be extinguished using the fire extinguisher or fire blanket. This should only be attempted once, by staff trained in the use of fire extinguishers. If the fire is not out do not attempt to use another fire extinguisher.

## 6. Fire-fighting Equipment

**Fire Extinguishers:** There are 8 in total consisting of 4 x water-based extinguishers and 4 x Co2 extinguishers

These are serviced annually with the last inspection being March 2025. The inspection certificate is held on file. They are visually inspected by the Fire Warden every half term. See Annex 1 for further information.

**Fire Blanket:** One fire blanket is hung in the kitchen area.

## 7. Fire Training and Emergency Evacuation Drills

### Regular Fire Evacuation Drills

Every term there will be drills with Oaks Rise learners and staff to test the emergency evacuation procedures. We do this to demonstrate that the premises can be safely evacuated in a timely manner, to identify areas for improvement and to comply with legislation. The Fire Warden is responsible for initiating these drills and Georgia Rowe, Director, is responsible for ensuring that they take place. Given the particular needs and profile of Oaks Rise learners, staff will warn learners in the days preceding a fire drill of generally what to expect. During the fire drill a recording of the fire alarm will be used but at a slightly lower volume than the actual alarm. The Fire Warden will monitor and record the time it takes to fully evacuate the building with the aim being to keep this to under 2 minutes and ideally under 1 minute.

### New Learner Induction



All new learners will be briefed on the fire safety procedures within the first 10 days of being in the building. It is the responsibility of the Fire Warden to ensure this takes place. Given the particular needs and profile of Oaks Rise learners, the 10 day window is identified to strike a balance between ensuring learner safety, whilst also ensuring that learner anxiety levels are low enough to enable the child or young person to effectively process and retain the information being given to them in the fire briefing.

### **New Staff Induction Procedures**

All new staff whether temporary or permanent receive the following:

- An induction meeting with the Fire Warden which covers fire safety, including information on the location of firefighting equipment & call points, the location of the escape routes and alternatives, exits and assembly points and evacuation procedures.
- An on-line, certified training in Fire Extinguisher Use
- Requirement to read the Fire Safety Policy.

### **Refresher Training**

Training will be organised annually by the Fire Warden for all permanent staff in fire safety and Oaks Rise fire procedures. One Inset day will be allocated for all staff at the start of each academic year in September where fire safety refresher training (and other regulatory training) will be covered.

Directors, and specifically, the nominated director [Georgia Rowe] shall also ensure that all fire safety and training records are maintained and are available for inspection by any enforcement authority or regulatory body directors.

## **8. Testing of fire safety equipment and systems**

The following tests will be carried out on the systems and precautions between maintenance visits, recording and acting upon the findings:

<b>System</b>	<b>Frequency</b>	<b>Method of test</b>	<b>Responsible person</b>
Escape Routes and External Doors	Daily	Ensure external doors are unlocked & that key for gate padlock is on hook next to French doors.  Ensure escape routes are free from obstruction & trip hazards.	Fire Warden



Test Fire Alarms	1 call point per week on strict rotation.	<a href="#">See video</a>	Admin Officer
Auto Door Lock	Weekly	Test using green button by front door. Record results under miscellaneous test results in fire log book.	Admin Officer
Emergency lighting	Monthly	Test key in key box in hallway. Test sockets next to call point at front door and on light switch panel in Kitchen.	Fire Warden
Internal Fire Doors	Monthly	Check that doors are closing fully and, where fitted, latches are operating.	Fire Warden
Fire Extinguishers, Fire Blanket	Monthly	Visual inspection to ensure they are in their proper position, have not been discharged, have not lost pressure or have not suffered obvious damage.	Fire Warden

## 9. Maintenance of fire safety equipment and systems

Fire extinguishers, the emergency lighting and the fire alarm system is maintained by 'B-9 Fire & Security' who undertake six monthly inspections.

System	Frequency	Provider
Firefighting equipment	Every 12 months	B-9 Fire & Security
Fire alarm system	Every 6 months	B-9 Fire & Security
Emergency lighting	Every 12 months	B-9 Fire & Security

## 10. Good Housekeeping

All staff are responsible for maintaining a high standard of housekeeping in areas under their control. Good housekeeping practices must be followed, including those listed below, which can eliminate or reduce many fire risks and aid escape.

- a. Sources of ignition should be controlled. Heaters should not be covered up and electrical



- sockets should not be overloaded.
- b. Portable electrical equipment should be checked annually.
- c. Rubbish including excessive cardboard & paper should not be left lying around.
- d. Care should be taken to avoid large flammable displays along escape routes.
- e. Escape routes should always be kept clear, free of trip hazards and fire exit doors never blocked or locked.
- f. Outside rubbish should always be removed regularly to avoid build up.





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## Annex One

## Checklist for Fire Warden

Note; this checklist covers internal actions only. B9 Fire & Security will in addition conduct 6 monthly fire alarm checks and 12 monthly fire extinguisher checks

Item	Check Description	Frequency
External Doors	Ensure they are unlocked & that key for gate padlock is on hook next to French doors.	Daily, first thing in morning
Escape routes	Ensure they are free from obstruction & trip hazards	Daily, first thing in morning
Fire Extinguishers	Visual inspection to ensure they are in their proper position, have not been discharged, have not lost pressure or have not suffered obvious damage.	Monthly
Fire Alarm	Test and operate a call point, using a different call point in a strict rotation – task delegated to Admin. Officer.	Weekly
Internal Fire Doors	Check they close easily and seals still in place	Monthly
Emergency Lighting	Turn off all electrics at main electrical box and then check all 17 emergency lights.	Monthly
Magnetic door lock testing	Press test button to ensure door is released	Weekly (Admin. officer)
Fire Drill – all learners & staff	Follow procedures set out in the Oaks Rise Fire Safety Policy ensuring that all learners and staff can be evacuated in a safe & timely manner.	Termly. 1st week back in new term
Fire briefing – new learners	Explain & show new learners fire escape routes & exists & what to do in the event of a fire. Play video of fire alarm.	Within 9 days of new learner joining.
Fire Briefing – new staff	<ul style="list-style-type: none"> <li>All new staff take an on-line fire safety course.</li> <li>All new staff receive an induction meeting with the Fire Warden who briefs them on fire safety protocols, location of fire exits &amp; fire-fighting equipment etc.</li> <li>All new staff must read the Oaks Rise Fire Safety Policy.</li> </ul>	Training course & induction – within first week of joining. Reading policy – within first month.
Fire Briefing – all staff	All staff receive a refresher on fire safety based on the Oaks Rise Fire Risk Assessment.	Every September before start of academic year.

