

HINDLE'S SCHOOL OF EXCELLENCE

FIRE & EMERGENCY EVACUATION POLICY

Including Emergency & Safety Floor Plan Arrangements

Organisation	Hindle's School of Excellence Ltd
Policy owner	Director / Responsible Person
Fire Marshals	Joanne Hindle, Jade McFarlane, Julie Helm and Aman Javed
Issue date	September 2026
Review	At least annually and following significant changes, incidents or fire-risk review

1. Policy Statement

Hindle's School of Excellence is committed to protecting learners, staff, visitors and contractors from the risks associated with fire and other emergencies. The organisation will maintain suitable fire precautions, clear evacuation arrangements, appropriate safety equipment and staff awareness so that everyone can leave the premises promptly and safely when required.

2. Purpose and Scope

This policy applies to all learners, staff, volunteers, visitors and contractors using the premises. It sets out the arrangements for raising the alarm, evacuating the building, accounting for people at the assembly point, supporting individuals who may require assistance, and maintaining emergency and first-aid equipment.

3. Legal and Guidance Framework

The arrangements should be read alongside the current fire risk assessment and other relevant health and safety procedures. They are intended to support compliance with applicable UK fire-safety, health-and-safety, equality and safeguarding duties. The fire risk assessment remains the principal site-specific assessment of fire hazards, risks and required control measures.

4. Roles and Responsibilities

4.1 Responsible Person / Management

Management is responsible for ensuring that fire-safety arrangements are maintained, the fire risk assessment is reviewed when required, escape routes and exits remain available, fire-safety systems are appropriately maintained, drills are undertaken, and staff understand their responsibilities.

4.2 Fire Marshals

The designated Fire Marshals are Joanne Hindle, Jade McFarlane, Julie Helm and Aman Javed.

- Support an orderly evacuation and direct learners, visitors and staff towards the nearest safe exit.
- Check designated areas only where it is safe to do so and without delaying their own evacuation.
- Assist with the roll call at the assembly point and immediately report anyone believed to be unaccounted for.
- Help prevent re-entry until it is confirmed safe to return.
- Support learners and visitors who may need additional guidance during an evacuation, in accordance with any individual evacuation arrangements.

5. Fire Detection, Alarm and Warning Arrangements

The premises have fire-alarm and detection arrangements identified on the existing technical/site drawings, including smoke detectors, manual call points and the alarm panel. Staff must raise the alarm immediately on discovering a fire or signs of fire and follow the evacuation procedure. Technical drawings and servicing records should be retained with the premises' fire-safety records.

6. Fire Exits and Escape Routes

Both external doors are treated as fire exits for evacuation purposes, subject to the current fire risk assessment confirming the routes remain suitable and available. Escape routes, corridors, stairs and final exits must be kept clear of obstruction. Occupants must use the nearest safe available exit and must not stop to collect personal belongings.

7. Assembly Point

The designated FIRE ASSEMBLY POINT is on the corner of Croft Street. On evacuation, learners, staff and visitors must proceed directly to this point, remain together and await the roll call and further instruction.

FIRE ASSEMBLY POINT: CORNER OF CROFT STREET

8. Evacuation Procedure

- On hearing the fire alarm, stop activities immediately and evacuate by the nearest safe exit.
- Staff should calmly direct learners and visitors and provide additional support where required.
- Do not use a route affected by fire or smoke and do not take unnecessary risks.
- Proceed directly to the assembly point on the corner of Croft Street.
- Complete an attendance check/roll call and report any person unaccounted for to the person coordinating the incident and, where attending, the Fire and Rescue Service.
- No person should re-enter the building until authorised to do so by the person controlling the incident or the Fire and Rescue Service.

9. First-Aid and Burns Provision

First-aid provision is distributed around the premises to support prompt access in an emergency. First-aid equipment must remain clearly identified, accessible and appropriately stocked.

- A first-aid kit is provided in every classroom.

- An additional workplace first-aid kit is located in the corridor.
- A burns first-aid kit is provided in or adjacent to the kitchen area.
- A fire blanket is located in the kitchen.

10. Accessible Evacuation

The premises include disabled-access arrangements, including a portable ramp as identified on the site drawings. Where a learner, member of staff or visitor may require assistance to evacuate, suitable arrangements must be considered in advance and recorded where appropriate, for example through a Personal Emergency Evacuation Plan (PEEP). Evacuation assistance must reflect the individual's needs and the current fire risk assessment.

11. Fire-Fighting Equipment

Fire-fighting equipment and the kitchen fire blanket must remain visible, accessible and appropriately maintained. Staff should not put themselves at risk attempting to fight a fire. Evacuation and raising the alarm take priority. Any use of fire-fighting equipment must be consistent with staff training and the fire risk assessment.

12. Emergency Lighting and Signage

Emergency lighting, fire-exit signage and other fire-safety signs must be maintained so that escape routes and exits can be readily identified. Existing technical drawings showing emergency lighting and running-man signage should be retained as supporting records.

13. Emergency & Safety Floor Plans

Clean display plans should be maintained for the ground and first floors. These should be based on the premises layout and should clearly identify, as applicable:

- Ground Floor and First Floor layout.
- Fire exits and primary evacuation routes.
- Manual fire-alarm call points and the fire-alarm panel.
- Relevant fire-fighting equipment and the kitchen fire blanket.
- First-aid kit locations and burns first-aid provision where included on the wider Emergency & Safety Plan.
- Accessible evacuation arrangements and the portable ramp.
- The designated assembly point: corner of Croft Street.
- 'You Are Here' positions on copies displayed at specific locations.

The existing annotated technical drawings should be retained separately as supporting evidence. The simplified display plans should not replace specialist fire-alarm, electrical or fire-risk documentation.

14. Fire Drills, Training and Induction

Staff should receive appropriate fire-safety information and instruction. Learners should be made familiar with evacuation expectations in a manner appropriate to their age and needs. Fire drills

should be recorded, reviewed and used to identify any improvements required, including issues affecting SEND learners or anyone needing additional evacuation support.

15. Checks, Testing and Record Keeping

Relevant checks, servicing, testing, drills, training and corrective actions should be recorded. Fire doors, escape routes, exits, alarm arrangements, emergency lighting, signage and fire-fighting equipment should be checked and maintained in accordance with the fire risk assessment, manufacturer requirements and applicable servicing arrangements.

16. Visitors, Contractors and Out-of-Hours Use

Visitors and contractors should be informed of relevant emergency arrangements. Staff responsible for activities outside normal operating hours must ensure they know the available exits, assembly point and how to raise the alarm, and must account for those attending their activity.

17. Review and Monitoring

This policy will be reviewed at least annually and sooner following a fire, significant incident, fire drill concern, material alteration to the premises, change to occupancy or provision, change to fire-safety equipment, or an updated fire risk assessment.

Appendix A - Site Safety Information

Item	Current arrangement
Fire Marshals	Joanne Hindle; Jade McFarlane; Julie Helm; Aman Javed
Fire exits	Both external doors
Assembly point	Corner of Croft Street
Classroom first aid	First-aid kit in every classroom
Corridor first aid	Workplace first-aid kit
Kitchen	Burns first-aid kit and fire blanket
Accessible evacuation	Portable ramp; individual arrangements/PEEP where required
Fire alarm	Manual call points, smoke detection and alarm panel as shown on technical drawings

Appendix B - Floor Plan Record

The photographed/annotated ground-floor and first-floor drawings supplied for the premises should be retained with this policy and the fire-safety records. A clean Emergency & Safety Floor Plan may be produced from these drawings for display once the exact locations of all safety equipment and the preferred evacuation-route arrows have been verified on site.

Policy Approval

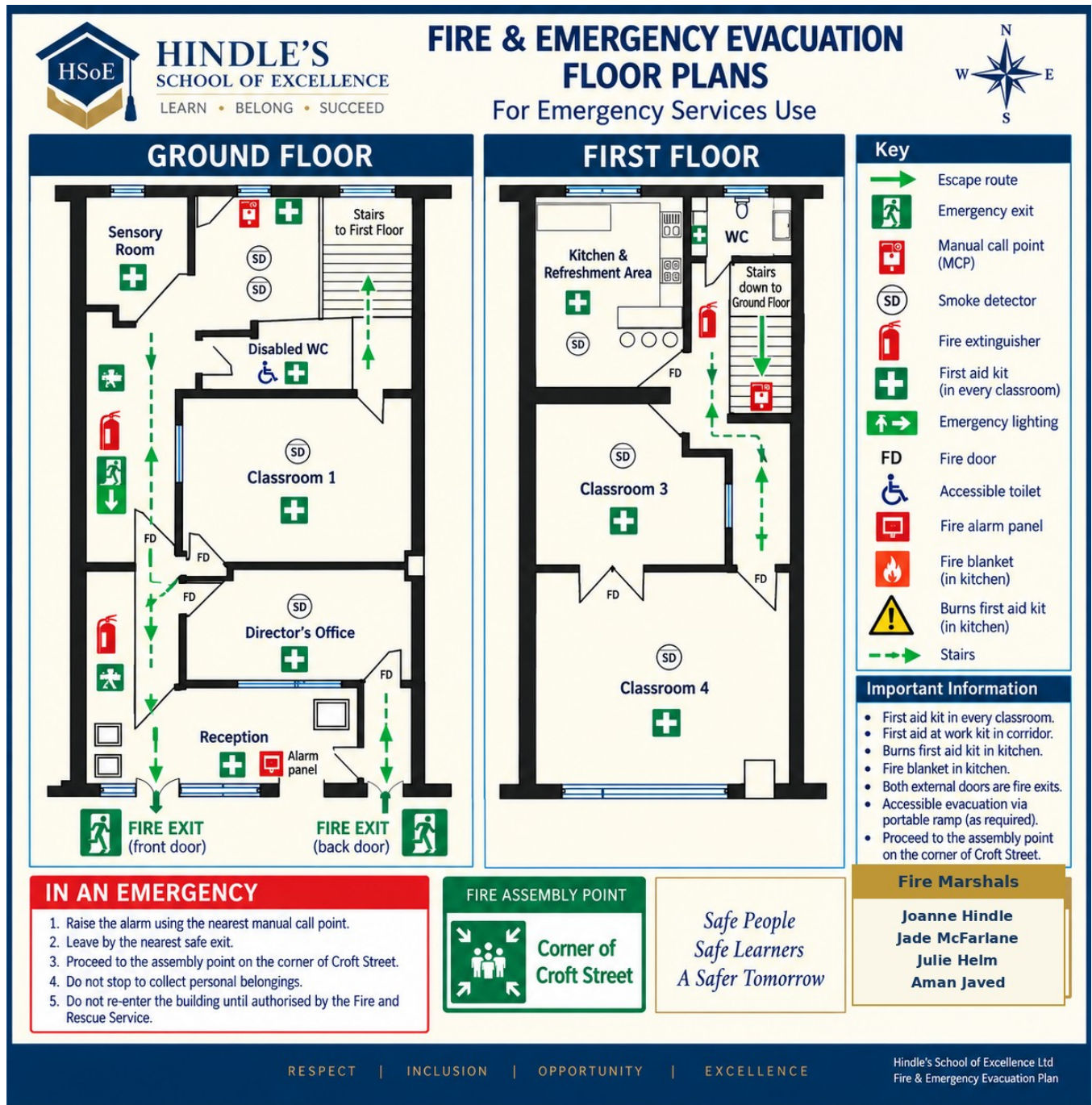
Approved by: _____ Date: _____

Signature: _____ Review date: _____

APPENDIX C - FIRE & EMERGENCY EVACUATION FLOOR PLANS

Ground Floor and First Floor - For Emergency Services Use

Assembly Point: Corner of Croft Street | Fire Marshals: Joanne Hindle, Jade McFarlane, Julie Helm and Aman Javed



Current room names shown: Ground Floor - Director's Office; First Floor - Kitchen & Refreshment Area. Verify exact equipment positions and escape routes against the premises and current fire risk assessment.