



SENSES Learning Hub

FIRE AND EMERGENCY POLICY

Created: 03.04.24

Next Review date: 03.08.27

Dawn Oughtibridge (Director)

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John Fox (Director)

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The following outlines the fire and emergency policy and how SENSES Learning Hub manages and reduces risk.

SENSES Learning Hub will maintain a suitable and sufficient fire risk assessment for the premises and will implement and regularly review the fire precautions identified within that assessment. The person(s) with responsibility for fire safety will ensure that fire safety arrangements are maintained, recorded and reviewed.

Fire safety arrangements will comply with the Regulatory Reform (Fire Safety) Order 2005 (as amended), the requirements introduced by the Building Safety Act 2022 where applicable, and relevant current government fire-safety guidance. The Responsible Person must ensure that a suitable and sufficient fire risk assessment is undertaken and that appropriate fire precautions are implemented.

- Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the Fire Log Book. Fire drills will be planned to ensure that all pupils and staff have regular opportunities to practise the evacuation procedure. Where a particular pupil has individual evacuation requirements, these will be reflected within their individual risk assessment or Personal Emergency Evacuation Plan (PEEP), where appropriate.
- Fire exits and fire exit routes should be free from obstruction. At all times all exit doors must be unlocked whilst there are people in the building. Fire doors, escape routes and emergency exits must be kept clear and available for use at all times. Fire doors must not be wedged or propped open unless fitted with an appropriate approved device linked to the fire alarm system.
- All fire exits must be clearly labelled and comply with legislation e.g. should be pictorial rather than just writing.
- The use of display materials must be controlled in fire exit corridors. Display/notice boards should be covered in perspex to limit combustible materials in fire corridors. Combustible materials must be controlled so that they do not compromise escape routes or increase fire risk.
- All visitors spending any length of time in the school should be made aware of arrangements in case of fire. Visitors will be made aware of the relevant emergency and evacuation arrangements, particularly where they are expected to remain on site for a significant period or are unfamiliar with the premises.
- The fire log book is kept in the office. Full and detailed records are kept of evacuations, call point testing, alarm system servicing, fire fighting equipment checks etc. The fire log book and associated fire-safety records will include, where applicable, records of fire drills, fire alarm testing, emergency lighting checks, servicing and maintenance of fire-fighting equipment, significant defects and remedial actions. Records will be retained and made available as required.
- Go to the nearest telephone and dial 999 in the case of an emergency. Staff should raise the alarm and call 999 as soon as it is safe to do so. The person raising the alarm should provide the emergency services with the full address and any relevant information about the incident.

- Only if there is no risk to personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. Staff must not place themselves or others at risk when attempting to tackle a fire. Fire extinguishers are provided primarily for use by appropriately trained persons and only where the fire is small, there is a safe escape route behind the person and it is safe to intervene. The priority is always to raise the alarm, evacuate and call the emergency services.
- In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off. Mains services should only be isolated where this can be done safely and without delaying evacuation. Staff must not place themselves at risk in order to isolate services.

The mains isolator for electricity can be found in the mains room.

Action in the event of a fire

- A teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out (diagrams located in each room).
- Proceed to line up points outside the Unit, proceed to Unit 8 (Paw Structures) as assembly point.
- Walk quickly, do not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the line up points by staff for roll call.
- Staff will immediately report any missing or unaccounted-for pupil, staff member or visitor to the person coordinating the evacuation. No person should re-enter the building to search for someone.
- If the fire brigade have been called there must be clear access to the site by emergency services. A director will ensure the main gate to the premises is open.
- The person responsible for meeting the emergency services will provide information about the location of the fire, any known persons unaccounted for and any other relevant information available.
- No person may re-enter the premises until the emergency services or an appropriately authorised person confirms that it is safe to do so.
- Where a pupil requires additional support to evacuate, staff will follow the pupil's individual evacuation arrangements and risk assessment.

The assembly point will be kept clear and will be reviewed whenever there are changes to the premises, access arrangements or the fire risk assessment.

DISPLAYS AND DECORATIONS

Decorations must not be placed near temporary heaters or suspended by light fittings.



Displays and decorations must not obstruct fire alarms, emergency lighting, fire-fighting equipment, fire doors, fire exits or escape routes. Materials used for displays should be selected and positioned with fire safety in mind.

Any temporary decorations associated with celebrations or events must be removed where they create an increased fire risk or interfere with fire-safety arrangements.

SMOKING OR VAPING

SENSES Learning Hub operates a strict no smoking or vaping policy.

Smoking and vaping are prohibited within the premises and grounds of SENSES Learning Hub. Staff, pupils, visitors and contractors must comply with the site's smoking and vaping restrictions.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported immediately. Electrical equipment must be maintained in a safe condition and any damaged, defective or unsafe equipment must be taken out of use immediately and reported to the appropriate person.

All electrical goods are PAT tested on a yearly basis. A new piece of equipment is PAT tested after its first year of use.

Portable electrical equipment will be subject to appropriate user checks, visual inspections and, where indicated by risk assessment, formal inspection and testing by a competent person. PAT testing will be undertaken at appropriate intervals based on the type of equipment, how it is used and the environment in which it is used. Annual PAT testing will not automatically be required for every item of equipment.

New electrical equipment should be visually checked before use and should only be used where it is in good condition and suitable for the intended purpose.

Fixed electrical installations will be inspected and maintained by a competent person at appropriate intervals.

Electrical cables must be positioned so that they do not create a trip hazard or become damaged through inappropriate use.

FIRST AID

The appointed person(s) who holds the nationally recognised qualification are:-


Dawn Oughtibridge
John Fox

SENSES Learning Hub will undertake a first-aid needs assessment to determine the appropriate level of first-aid provision, taking account of the number and age of pupils and staff, the activities undertaken, the premises, foreseeable hazards, working patterns and any specific needs of individuals.

Where Dawn Oughtibridge and John Fox hold current first-aid qualifications, the relevant qualification and expiry date will be recorded in the organisation's training records. First-aid qualifications will be renewed before expiry where continued first-aid provision is required.

These named persons are qualified to administer first aid to casualties. Where they hold an appropriate current first-aid qualification, they may provide first aid within the limits of their training and competence.

The responsibilities of appointed persons are:-

- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- To ensure that the first aid boxes/cupboards are fully stocked with designated items only.
- To ensure that appropriate first-aid equipment and facilities are available and maintained.
- To call the emergency services where required.

An appointed person is not necessarily a trained first-aider. An appointed person must not provide first aid beyond their level of training and competence. Where trained first-aiders are required by the first-aid needs assessment, sufficient suitably trained persons will be available to provide appropriate cover.

In the case of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/guardian.

Where emergency medical assistance is required, 999 will be called without delay. Parents/carers will be contacted as soon as reasonably practicable where appropriate.

The first aid boxes/cupboards can be found in the area between both toilets.

Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.

All teaching staff at SENSES Learning Hub act in loco parentis during the time that the provision is open for children. Staff have a duty of care towards pupils while they are attending SENSES Learning Hub and will take reasonable steps to protect their health, safety and welfare.

All injuries, whether to staff, students or visitors, must be recorded via the SENSES Learning Hub accident book.

Accidents, incidents and near misses will be recorded and reviewed where appropriate to identify whether further preventative measures or changes to risk assessments are required.



Where an incident meets the reporting requirements of RIDDOR, it will be reported to the relevant enforcing authority within the required timescale.

First-aid arrangements will take account of foreseeable risks including serious injury, life-threatening bleeding and mental-health considerations where these are identified through the first-aid needs assessment.

EQUIPMENT AND MATERIALS

Correction Fluids

This should only be used by staff.

Children should not bring their own correction fluids into schools.

Where correction fluids are used, they must be stored securely and used in accordance with the manufacturer's instructions and any relevant risk assessment.

Marker Pens

Pens, which are mainly water based, should be used.

If and when other marker pens are to be used, this must only be by staff in a well-ventilated area.

Any product presenting a potential health, fire or chemical risk must be assessed before use and appropriate control measures implemented. Relevant Safety Data Sheets and manufacturer's information should be available where required.

Extension Cables

They must not be used permanently - only as a temporary measure.

Those with multi sockets may be used for computers.

Extension leads and multi-socket adapters must not be overloaded or connected in a manner that creates an electrical or fire risk. They should only be used where necessary and must be positioned to prevent damage and trip hazards.

Extension leads must not be daisy-chained or connected to one another.

Where additional fixed electrical sockets are required, the need should be referred to a competent person rather than relying on permanent use of extension leads.

Outings



Refer to SENSES Learning Hub policy on Educational Visits.

Emergency arrangements for educational visits will be included within the relevant educational visit risk assessment and planning. Staff will ensure that appropriate emergency contact arrangements and relevant pupil information are available for the duration of the visit.

Review Log

Review date	Completed by who
03.04.25	John Fox and Dawn Oughtibridge
03.08.27	John Fox and Dawn Oughitbridge