



SENSES Learning Hub

FIRE AND EMERGENCY POLICY

Created: 03.04.24

Next Review date: 03.04.26

Dawn Oughtibridge (Director)

A handwritten signature in black ink, appearing to read "Dawn", written over a light blue horizontal line.

John Fox (Director)

A handwritten signature in black ink, appearing to read "John Fox", written over a light blue horizontal line.

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

- 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 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.
- 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.
- All visitors spending any length of time in the school should be made aware of arrangements in case of fire.
- 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.
- Go to the nearest telephone and dial 999 in the case of an emergency.
- Only if there is no risk to personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.

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.
- 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.



DISPLAYS AND DECORATIONS

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

SMOKING OR VAPING

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

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported immediately. All electrical goods are PAT tested on a yearly basis. A new piece of equipment is PAT tested after its first year of use.

FIRST AID

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

Dawn Oughtibridge

John Fox

These named persons are qualified to administer first aid to casualties. 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.

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

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.

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

EQUIPMENT AND MATERIALS

Correction Fluids

This should only be used by staff.

Children should not bring their own correction fluids into schools.

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.

Extension Cables

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

Those with multi sockets may be used for computers.

Outings

Refer to SENSES Learning Hub policy on Educational Visits.

Disaster recovery, bad weather and continuity plan

In the event of a disaster that would result in the premises being unsuitable for SLH day to day activities. We would temporarily relocate to Clay Yorkshire Unit 4 at Longside with whom we have an agreement to use their learning space. In the event of bad weather i.e snow and extreme power cuts, SENSES Learning Hub will close if staff cannot attend the premises and online learning tasks/virtual meetings will be provided. If staff can attend the premises then phone calls will be made to parents/carers to see if it is safe for them to make the journey to SENSES Learning hub. This is at the discretion and responsibility of the parent/carer.



Review Log

Review date	Completed by who
03.04.25	John Fox and Dawn Oughtibridge