



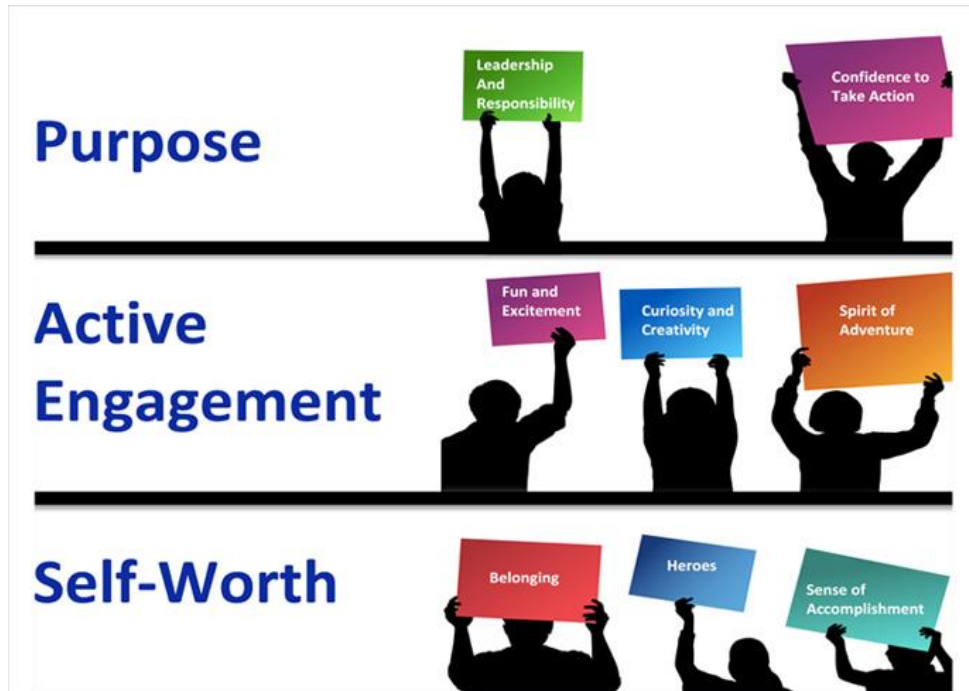
# Oak Hill Academy West London

an Aspirations Academy

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## Fire Policy – Acorns to Oaks



Date of Issue: 01/09/2020

Date of Review: 01/09/2021

## Aim

It is the aim of our Academy to ensure that, as far as reasonably practical, all pupils, staff, visitors and property are safe from the risk of fire.

This policy aims to provide clear guidance and information on the how the Academy ensures fire safety, including procedures on how to evacuate the building.

## Responsibility

The Associate Principal has overall responsibility for ensuring compliance within the building but is assisted by the School Business Manager and Site Manager however, all pupils, staff and visitors are responsible for ensuring they comply with the rules set out by the Academy to ensure their own safety as well as others. During the operational hours of Acorns to Oaks, Jane Cooper has responsibility for ensuring the safety of the staff and children in attendance at A2O.

## Fire Prevention

Everyone in the building must ensure that they comply with the following basic safety rules:

- Combustible materials, such as cardboard boxes and packaging materials are disposed of safely unless they are required for their intended purposes. When such materials are retained, they must be safely stored in designated storage areas.
- All corridors, stairways, entrances and exits must be kept clear. Particular attention must be paid to designated fire exits and escape routes which **must** be kept clear at all times and without exception.
- The Dining Hall, classroom and corridor displays must be erected with care and away from sources of heat. Notices must be correctly fixed to boards and are not allowed to flap around. If a display is in need of repair, it must be rectified immediately.
- Rubbish must be placed in designated rubbish bins and must not collect up in areas or hidden places i.e. behind cupboards etc. Particular attention must be paid to areas around electrical appliances.
- All Stationery and store cupboards must be kept locked and tidy.
- Boiler rooms and server rooms must be kept clear, clean, tidy and locked.
- Electrical equipment must be used correctly and kept in safe working order. Electrical plugs must not be overloaded.
- The dry store must be kept tidy and free of hazards due to the fire escape.

## Compliance

In order to ensure all staff, pupils and visitors are aware of the Academy's Fire Policy and to ensure all staff, pupils and visitors are safe we carry out the following:

- Termly Fire Drills with details recorded in the Fire Log Folder located in the Medical Room and A2O Fire Policy folder.
- The Fire Alarm is tested weekly and results are logged in the book located in the Main Office.
- All New Staff are inducted during their Probation Period of what is expected.
- The School Business Manager trains Fire Marshalls and reminds staff during Inset's.

- Our Reception area displays the Fire Evacuation process for visitors and they accept the process when signing into InVentry.
- Every room and communal area displays a Floorplan, Fire Escape routes and Fire Marshal record.
- We carry regular annual service and maintenance of the Fire Alarm, Smoke Detectors, Emergency Lighting and Fire Extinguishers.
- All computers are set to switch off automatically each evening.
- All electrical equipment in the dining hall is to be switched off each evening.
- The Site Manager turns off all equipment left on each evening when carrying out the shutdown of the building.
- Regular Portable Appliance Testing is carried out.
- Fixed Electrical Safety Testing is carried out.
- All Gas appliances and installations such as Boilers, Kitchen Equipment, are regularly inspected, maintained and serviced by Gas Safe Registered engineers.

### **Evacuation Plans**

The Associate Principal and School Business Manager ensure that Emergency Plans are in place to cover all foreseeable major incidents which could put at risk the occupants or users within the Academy. These plans are in place to indicate what actions need to be taken in the event of a major incident so that everything possible is done in order to save life, prevent injury and minimise loss. This Policy is called Oak Hill's Emergency Evacuation Policy.

This Fire Policy is in place to ensure staff, visitors and pupils are aware of the processes in the event of a Fire occurring within the Academy.

Each classroom, the dining hall and communal area contains a copy of the Oak Hill Floorplan and this is colour coded to highlight where each area is located and where to safely evacuate the building in the event of a fire. There is also a written list of escape routes which explains how and where to exit the building. Each classroom also contains a list of the designated Fire Marshals for the area the classroom/area is located.

All Staff are to familiarise themselves with the exit route as detailed on the Floorplan for the rooms/areas where they teach or work. Staff should also make themselves aware of alternative routes to evacuate the building in the event that the nominated escape route cannot be used for any reason.

### **Evacuation Process**

Upon hearing the Fire Alarm sound, A2O staff must line their bubbles up and evacuate the building using the designated escape route out of the building and on to the field. Children must be lined up on the field in alphabetical order according to year group.

Jane Cooper will call the Fire Brigade and check nobody has remained within the dining hall or toilets. Emma Gaish will collect all registers.

If a visitor/parent arrives as the Fire Alarm sounds they must not collect their child or enter the dining hall but walk back down the path and stand outside the Academy on the main road by the zebra crossing.

All personal belongings must be left where they are, nobody must re-enter the building to collect personal items.

Emma Gaish will check the attendees off against the registers and ensure all staff members are present.

Pupils, Staff and Visitors are not permitted to enter the building until the Associate Principal/Jane or Fire Brigade deems it safe to do so.

All details of the evacuation will be logged on the Fire Drill checklist.

### **Fire Marshalls**

Certain rooms within the building are occupied by a Fire Marshall. Please see Appendix 3 if your room is a Fire Marshall room. Jane Cooper is the Fire Marshall for Acorns to Oaks.

You must check each room in your designated zone and ensure nobody is within the room, hiding or hurt. Once you have checked the room you must close the door and move onto the next room. When all rooms are checked you must exit the building and report to the Associate Principal or Jane if the Associate Principal is not on site and note that the zone was clear on the Fire Drill Checklist.

### **Monitoring and Review of the Fire Policy**

This Policy is reviewed and adapted if the need arises following a routine, practice Fire Drill. If no changes are to be made, then it is reviewed at the beginning of each Academic Year.

### **Appendices**

Appendix 1 shows the Oak Hill Floorplan.

Appendix 2 shows the Fire Escape Routes

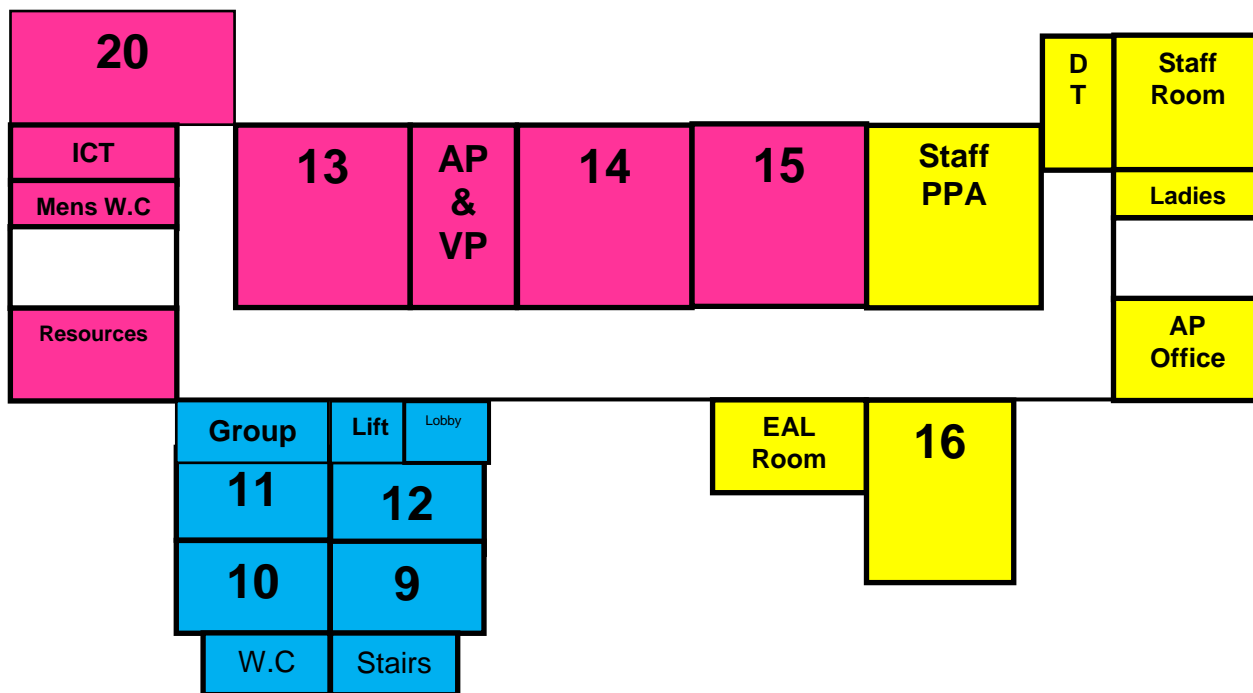
Appendix 3 shows the Fire Marshalls list

Appendix 4 shows the Fire Drill Checklist

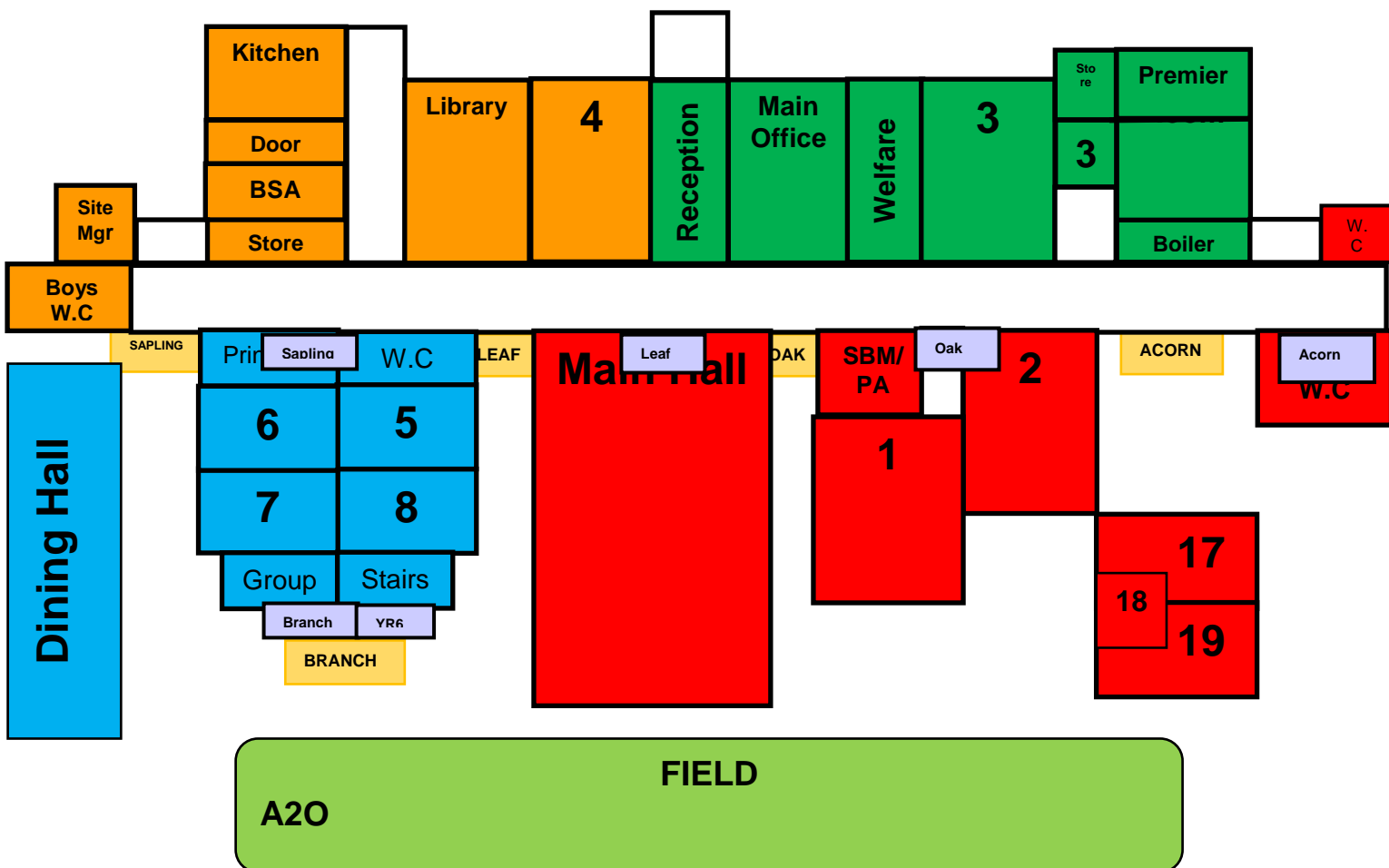
**Appendix 1**

**First Floor**

**OHAWL FLOORPLAN**



**Ground Floor**



<b><u>Classroom</u></b>	<b><u>Escape Route</u></b>
1	Exit through Oak door next to the hall and onto the field
2	Exit through Oak door next to the hall and onto the field
3	Exit through Leaf door between the new build and hall onto the field
4	Exit through Leaf door between the new build and hall and onto the field
5	Exit through Branch door at the end of the corridor, left out of your Classroom, and out onto the field
6	Exit through Branch door at the end of the corridor, right out of your Classroom, and out onto the field
7	Exit through Branch door at the end of the corridor, right out of your Classroom, and out onto the field
8	Exit through Branch door at the end of the corridor, left out of your Classroom, and out onto the field
9	Downstairs to the left of your Classroom and exit through the YR6 door at Branch door and onto the field
10	Downstairs to the left of your Classroom and exit through the YR6 door at Branch door and onto the field
11	Downstairs to the left of your Classroom and exit through the YR6 door at Branch door and onto the field
12	Downstairs to the left of your Classroom and exit through the YR6 door at Branch door and onto the field
13	Downstairs to the right of your Classroom and exit through Sapling door and onto the field
14	Downstairs to the right of your Classroom and exit through Sapling door and onto the field
15	Downstairs to the left of your Classroom and exit through Acorn door next to Classroom 2, out through the gate and onto the field
16	Downstairs by Staffroom and exit through Acorn door next to Classroom 2, out through the gate and onto the field
17/18/19	Exit through door, out through the gate and onto the field.
20	Downstairs next to the Men's W.C and exit through Sapling door and onto the field.
ICT/Men's W.C/Resources/AP & VP Office	Downstairs next to Men's W.C and exit through Sapling door and onto the field.
PPA/Staffroom/DT/Ladies W.C/AP Office/EAL Room	Downstairs by Staffroom and exit through Acorn door next to Classroom 2, out through the gate and onto the field.
Kitchen/BSA/Site Mgr/Boys W.C/Library	Exit through Sapling door next to Boys W.C and onto the field.
Main Office/Welfare/Cloak/Boiler/Premier	Exit through Oak door next to the hall and onto the field.
SBM/PA/Girls W.C/W.C	Exit through Acorn door next to Classroom 2, through gate and onto the field.
Upstairs Group/Lift/ Boys W.C	Downstairs at the end of the corridor, exit through Branch door and onto the field.
Downstairs Group/W.C/Principal	Exit through Branch door at the end of the corridor and onto the field.
Dining Hall	Exit through doors and onto the field.
Hall	Exit through doors and onto the field.

## FIRE MARSHALLS

<u>ZONE</u>	<u>FIRE MARSHALL</u>
PINK ZONE	TEACHER IN ROOM 13
YELLOW ZONE	TEACHER IN ROOM 16
UPSTAIRS BLUE ZONE	TEACHER IN ROOM 12
DOWNSTAIRS BLUE ZONE	TEACHER IN ROOM 6**
GREEN ZONE	OFFICE STAFF
RED ZONE	PA/SBM
ORANGE ZONE	TEACHER IN ROOM 4

\*\*During the hours of Acorns to Oaks, Jane Cooper is the assigned Fire Marshall

## A2O Fire Drill Checklist

Date: \_\_\_\_\_

Time Started: \_\_\_\_\_

Time Finished: \_\_\_\_\_

Evacuation time (min/secs): \_\_\_\_\_

<u>Zone</u>	<u>Confirmed Clear (initials)</u>	<u>Additional comments</u>
<b>DOWNSTAIRS BLUE Zone</b>	Jane Cooper	
<b>Children's Registers checked</b>	Emma Gaish	

Points to note for improvement:

Signed: \_\_\_\_\_