

Fire Evacuation Plan

Units 4, 5 and 10 Kings Court

Version 1.6

1. Purpose of This Plan

This Fire Evacuation Plan sets out the procedures and responsibilities for safely evacuating Learn with Confidence (LwC) premises at Units 4, 5 and 10 Kings Court in the event of a fire or fire alarm activation. It ensures compliance with the Regulatory Reform (Fire Safety) Order 2005, DfE emergency planning guidance, and current best practice for alternative-provision settings. LwC operates as a flexible, part-time educational provision. Learners attend individually or in small groups at varying times throughout the day. This plan reflects those operational realities while ensuring robust fire-safety arrangements.

2. Immediate Action When the Fire Alarm Sounds

All staff must follow these steps:

- **Stop the session immediately.**
- Instruct learners to leave the building without delay.
- Follow the nearest signed emergency exit.
- **Do not collect personal belongings.**
- Close doors behind you if safe to do so.
- Support learners calmly and confidently to reduce distress.

Parents are provided with a recording of the fire alarm sound each term so they can prepare their child in advance, as many learners find alarm sounds triggering.

3. Evacuation Procedure

During evacuation:

- Walk calmly but quickly to the nearest exit.
- Support any learners who require assistance, including those with SEND or anxiety.
- Ensure no one is left behind in teaching rooms, kitchens, offices, toilets or independent study spaces.
- Proceed directly to the Fire Assembly Point.
- Staff must remain with learners until the Fire Officer authorises dismissal or re-entry.

4. Fire Assembly Point

All staff, learners and visitors must gather at:

The grass verge in the car park, next to the refuse cupboard.

Remain at the assembly point until the Fire Officer or Fire Service confirms it is safe to leave or re-enter the building.

5. Responsibilities of Fire Officers

Fire Officers for Units 4, 5 and 10:

Kat Perry (Director) Gayle Voller (Student Support Lead)

Fire Officers will:

1. Call 999 and report the fire.
2. Conduct a roll call using the daily register and visitor sign-in sheet.
3. Account for learners in independent sessions (responsibility of Kat Perry and Gayle Voller).
4. Inform the Fire Service of any persons unaccounted for.
5. Authorise re-entry only when the Fire Service confirms the building is safe.

6. Fire Extinguishers – Locations by Unit

Unit 4

- Downstairs (by WS): Water & CO₂
- Upstairs (by kitchen): Water & Foam

Unit 5

- Downstairs (reception): Water & CO₂
- Upstairs (by kitchen): Water & Powder

Unit 10

- Downstairs (main entrance hall): Water & CO₂
- Upstairs (by door to main teaching area): Water & CO₂

Staff should only use extinguishers if the fire is very small, they are trained, and it is safe to do so.

7. Learners with SEND – Personal Emergency Evacuation Plans (PEEPs)

LwC must create a **PEEP** for any learner or staff member who:

- Has mobility difficulties
- Has sensory needs affected by alarms
- Experiences anxiety or panic during emergencies
- Requires additional support to understand evacuation instructions
- Has medical needs that may impact evacuation

PEEPs must:

- Be reviewed termly
- Be shared with relevant staff
- Include clear instructions for safe evacuation
- Identify who is responsible for supporting the learner

8. Evacuation for Independent Sessions

Some learners attend independent sessions without a teacher present. During an evacuation:

- **Kat Perry and Gayle Voller** are responsible for locating and evacuating these learners.

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- These learners are included in the roll call and must be accounted for at the assembly point.

9. Fire Drills and Practice

Because LwC operates on a flexible timetable and learners attend individually, whole-organisation fire drills are not possible.

Instead:

- Each learner receives an individual fire-evacuation walk-through at the start of every term.
- Staff rehearse evacuation routes with learners calmly and supportively.
- These walk-throughs are recorded in the Fire Safety Log.
- Staff complete annual fire-safety training through Flick Learning.
- All new staff complete a fire-evacuation walk-through during induction.

This approach meets the requirements of the Fire Safety Order while respecting learner needs and attendance patterns.

10. Fire Alarm Testing and Maintenance

- Fire alarms are tested **weekly** and logged.
- Any faults are reported immediately to the Director.
- Emergency lighting and extinguishers are maintained according to manufacturer and landlord requirements.
- Records are kept in the Fire Safety Log.

11. Visitor Management

- All visitors must sign in and out.
- Staff are responsible for evacuating any visitors they are hosting.
- Visitors must be included in the roll call.

12. Staff Training

All staff must:

- Complete annual fire-safety training via Flick Learning.
- Participate in induction walk-throughs.
- Know all exit routes and extinguisher locations.
- Understand their responsibilities during evacuation.
- Read this Fire Evacuation Plan annually.

13. Re-Entry to the Building

- No one may re-enter the building until authorised by the Fire Officer or Fire Service.
- Staff must ensure learners remain at the assembly point until officially dismissed.

14. Review of This Plan

This plan will be reviewed:

- Annually

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- After any fire alarm activation
- After any evacuation walk-through
- Following changes to building layout or occupancy
- Following updates to fire-safety legislation or guidance

Version Control			
Version No.	Date	Author	Notes
1.0	10.9.2022	KP/HJ	First copy #5 KC only
1.1	8 th September 2023	KP/HJ	#5 and top of #10
1.2	31 st August 2024	Kat Perry	#5 and #10
1.3	1 st January 2025	K Perry	Addition of #4 KC
1.4	1.9.25	KP	review
1.5	5.9.26	KP	Amended