

TopUp Learning London (TTI) – RAAS Summer Camp Reigate Fire Safety and Evacuation 2023

TopUp Learning follows the Fire Safety and Evacuation procedure that is in place in Royal Alexandra and Albert School. This procedure will be reviewed and updated on an annual basis to ensure it remains valid. The procedure will be made available to all staff and all staff given suitable training and instruction in relation to fire evacuation and fire prevention.

The school will ensure suitable and sufficient fire risk assessments are completed for all the main buildings on site in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. The fire risk assessments will be reviewed on an annual basis to ensure they remain valid.

The school will ensure that there are regular fire drills and that all fire alarms are tested and maintained in accordance with current guidance. The schedule for fire drills and equipment testing and maintenance is outlined in the Fire Safety and Evacuation Procedure referred to above.

IN CASE OF FIRE

If you discover a fire:

Raise the alarm immediately by operating the nearest fire alarm call point before evacuating the building.

If you hear an alarm:

Start evacuation procedures immediately. Close all windows and doors and turn off the power if it's safe to do so. Act quietly, without delay. Check that the room / area is empty then close the door. Do not lock doors as you may block someone else's emergency route to safety.

Follow the green emergency arrows to your  nearest exit and make your way to the Fire Assembly Point:

NETBALL COURTS

Registers must be taken. Stay in this area until you are told it is safe to leave by a Senior member of staff or the emergency services.

Policy created: May 2023

Policy Review: TopUp Learning Policies are reviewed annually. This policy will be reviewed by the Principal and Directors in January 2024.