

St Alban's Catholic High School



Exams Policy: Fire Evacuation for Disabled Students 2025/2026

To Be Reviewed Annually for Each Exam Season

Key staff involved in the plan

Role	Name(s)
Head of centre	Mr SN Corless
Senior leader(s)	Mrs Sarah Morris
Exams officer	Ms Melanie Mattis & Mrs Michelle Shemming (Exams Lead)
SENCo (or equivalent role)	Mrs Claire Pickard

Aim

To have adequate arrangements in place to enable disabled persons to safely evacuate buildings in the event of fire.

The Headteacher at St. Alban's Catholic High School will be responsible for the implementation of this policy.

General

The Health & Safety Officer will co-ordinate the assessment of the needs of disabled persons in the event of an emergency evacuation of a building and to co-ordinate the preparation of Emergency Evacuation Plans where required.

Preparation of Emergency Evacuation Plans

An Emergency Evacuation Plan will be provided for each disabled person with significant mobility problems who will be using school accommodation.

Wherever it is practicable to do so, the plans will be Personal Evacuation Plans (PEEPS). i.e. tailored to the individual's needs and circumstances.

The Health & Safety Officer will ensure that PEEPS are periodically reviewed to ensure that they remain up to date.

Organisation and Premises Issues

The School will make all reasonable organisational adjustments to accommodate the emergency evacuation requirements of each individual disabled person.

Wherever practicable, disabled persons will be located on or as near as possible to ground floor level and fire exits.

The means of escape from the ground floors of all buildings used by disabled persons is such that they can make their own way out of the building unaided.

Where a student with physical disabilities needs assistance with emergency exit from the building, arrangements are made for someone to accompany them and for such persons to be prepared to assist the disabled person in the event of an emergency.

The arrangements for disabled persons enable evacuations to be carried out successfully by the building occupiers without dependence on assistance from any Fire Crew that may subsequently be in attendance.

Where Evacuation Chairs are to be used to assist in the evacuation of disabled persons, then the person assisting the student will have been trained in its safe use. Regular training will take place.

Definitions

Disabled persons:

- Physical or Mobility Impairment which affects a person's ability independently to leave the premises or negotiate structural elements including stairs, steps, doors and fire doors etc.
- Hearing Impairment which affects a person's ability to hear or react to emergency warning systems or instructions (i.e. the activation of the fire alarm or instructions given as part of the emergency procedures).
- Visual Impairment which affects a person's ability to identify escape routes, directional information, instructions, objects or hazards that reduce the evacuation time of these persons
- Developmental/Learning Skill Problems which affect a person's ability to understand the danger of an alarm situation or the need to evacuate when requested by Fire Marshals.

Monitoring and Review

This policy will be monitored on a yearly basis by the Health & Safety Officer to keep up to date with any adjustments to statutory legislation or curriculum and any changes will go via the Governing Body when necessary.

Equality, safeguarding and equal opportunities

St Alban's Catholic High School, in all policies and procedures will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.