

Fire Safety Policy

Policy title	Fire Safety Policy
Applies to	All pupils, parents/carers and staff
Policy owner	Responsible Person (Fire Safety)
Approved on	Sept 2025
Review cycle	Annual

1. Policy statement and legal framework

We will prevent fire, protect life and sustain continuity of education by complying with the Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2022. We follow the Home Office guidance for Responsible Persons and, where applicable, DfE Building Bulletin 100 for educational premises.

2. Governance and roles

The Responsible Person is accountable for compliance and appoints a competent deputy to manage day-to-day controls. Site leaders ensure good housekeeping, contractor control and record-keeping. Every member of staff must follow the emergency plan, participate in drills and report defects immediately.

3. Fire risk assessment (FRA)

Each site maintains an up-to-date FRA covering people at risk (including pupils with PEEPs), dangerous substances, ignition sources and compartmentation. The FRA is reviewed at least annually and after significant change or incident. Actions are tracked with owners and deadlines until closed.

4. Preventive and protective measures

We manage ignition sources and fuel loads through electrical safety (PAT and fixed wiring), control of hot works, safe storage of combustibles and robust kitchen/workshop procedures. Building protection includes appropriate detection and alarms, emergency lighting and provision of suitable firefighting equipment. Competent contractors service systems to manufacturers' schedules and records are retained.

5. Emergency plan, evacuation and drills

Each site has a written emergency plan that sets out raising the alarm, calling the fire and rescue service, evacuation routes, assembly points, sweep procedures and roll-call. Plans include arrangements for visitors and contractors. Evacuation drills take place at least termly at varied times; debriefs identify improvements which are logged and actioned.

6. Personal Emergency Evacuation Plans (PEEPs)

We assess pupils and staff who may need assistance to evacuate, agree practical measures (buddies, refuges, equipment) and test these during drills. PEEPs are reviewed whenever needs or locations change.

7. Training and information

All staff receive fire safety induction and annual refreshers. Designated fire marshals receive additional training on sweep and roll-call procedures and use of equipment where appropriate. Visitors receive a concise site briefing at reception and clear signage supports safe behaviour.

8. Testing, inspection and maintenance

We carry out weekly fire alarm tests and visual checks, monthly emergency lighting checks and termly door/escape route inspections. Annual servicing is undertaken by competent persons. A compliance logbook is maintained and reviewed by site leaders each term.

9. Monitoring, audit and incident reporting

The Provision Lead and Responsible Person review compliance termly, sampling records and actions from drills and FRA. Any fire or near-miss is investigated, reported to the appropriate authorities where required and used to improve controls.