Change	Reason Reviewer / Legislation	Date
No changes highlighted upon review	Trustees	January 2026

Fire Safety Policy

Date Approved	January 2026
Date of Next Review	January 2029

Fire Safety Policy

Purpose

This policy sets out how the Alternative Provision ensures the **safety of pupils, staff, visitors and contractors** by preventing fire, reducing risk, and ensuring effective response in the event of a fire.

Fire safety is a **critical safeguarding and health & safety responsibility**.

Legal framework

This policy complies with:

- **Regulatory Reform (Fire Safety) Order 2005**
- **Health and Safety at Work etc. Act 1974**
- **Keeping Children Safe in Education (KCSIE)**
- **DfE Health and Safety Guidance for Schools**

Scope

This policy applies to:

- All staff, pupils, volunteers and visitors
- All buildings and premises used by the AP
- Off-site provision where applicable

Responsibilities

The Responsible Person

The **Headteacher / Centre Leader** (or Trust-appointed person) is the **Responsible Person** under the Fire Safety Order and is accountable for:

- Ensuring a **Fire Risk Assessment (FRA)** is in place and reviewed
- Implementing fire safety measures
- Ensuring staff are trained
- Liaising with the Trust, Local Authority, and Fire Service where required

Senior Leaders

- Ensure fire procedures are implemented daily
- Address identified risks promptly
- Ensure pupils' needs are considered (SEND, mobility, behaviour)

All Staff

- Know evacuation procedures
- Maintain clear escape routes
- Challenge unsafe behaviour
- Report hazards immediately

Pupils

- Follow instructions calmly
- Evacuate promptly when instructed
- Not tamper with fire safety equipment

Fire Risk Assessment (FRA)

- A **suitable and sufficient FRA** is in place
- Reviewed **annually**, or sooner if:
    - Building layout changes
    - Pupil cohort changes significantly
    - A fire incident or near miss occurs

- FRA actions are recorded and monitored

Fire prevention measures

The AP will:

- Maintain clear and unlocked escape routes
- Control ignition sources
- Store flammable materials safely
- Ensure electrical safety (PAT & fixed wiring testing)
- Supervise high-risk activities (e.g. practical lessons)
- Address behaviour risks (e.g. fire-setting concerns)

Fire detection and warning systems

- Fire alarms are installed and maintained
- **Regular alarm tests** are carried out and logged
- Faults are reported immediately
- Alarm audibility is suitable for all areas

Emergency evacuation procedures

Clear evacuation procedures are in place and displayed, including:

- Immediate evacuation on alarm activation
- Use of designated escape routes
- Assembly points clearly identified
- Roll call procedures

- Procedures for visitors and contractors
- No re-entry until authorised

Pupils with additional needs

The AP recognises that pupils may require **additional support** during evacuation.

- **Personal Emergency Evacuation Plans (PEEPs)** are in place where required
- Staff are briefed on individual needs
- Evacuation procedures consider behaviour, anxiety, mobility, and communication needs

Fire drills

- Fire drills are carried out **at least once per term**
- Drills are adapted to AP needs and risks
- Outcomes are reviewed and recorded
- Any issues are addressed promptly

Fire-fighting equipment

- Appropriate fire extinguishers are provided
- Extinguishers are:
    - Clearly signed
    - Serviced annually
- Staff are informed that:
    - **Evacuation is the priority**
    - Fire-fighting is only attempted if safe and trained

Training and awareness

- All staff receive fire safety training on induction
- Refresher training provided regularly
- Pupils receive age-appropriate guidance on fire safety
- High-risk behaviours are addressed through behaviour and safeguarding processes

Incident reporting

All fire incidents, false alarms, or near misses are:

- Recorded
- Investigated
- Used to update risk assessments and procedures
- Reported to relevant bodies where required

Monitoring and review

This policy is reviewed:

- Every 3 years
- Following a serious incident
- When legislation or guidance changes

Linked policies

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Risk Assessment Policy
- Premises Management Policy