



The right support, at the right time

Fire Safety Policy

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This policy sets out the procedures and responsibilities for Fire Safety at the Leading Futures Alternative Provision.

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Fire Safety Policy

1. Policy Statement

The safety of learners, staff, visitors, and contractors is of paramount importance. This Fire Safety Policy sets out the procedures, responsibilities, and control measures in place to minimise the risk of fire and to ensure the safe and effective evacuation of all persons. Additional care and attention will be required to support those with Special Educational Needs and Disabilities (SEND), in the event of an emergency.

2. Objectives

- Prevent the outbreak of fire wherever possible.
- Minimise the risk of fire spreading.
- Ensure all occupants can evacuate safely, with extra care for learners with SEND.
- Provide clear instructions, training, and signage to support fire safety awareness.
- Maintain equipment, systems, and housekeeping to the highest safety standards.

3. Responsibilities

- **Fire Safety Officer / Site Manager:** Oversee compliance, maintenance, and training.
- **Fire Wardens:** Assist in evacuation, sweep designated zones, and provide support to learners with SEND.
- **All Staff:** Remain vigilant to fire risks, support learners during evacuation, and follow this policy.
- **Contractors / Visitors:** Comply with all fire safety requirements.

4. Fire Prevention Measures

4.1 Electrical Safety

- Personal electrical appliances are **not permitted** unless authorised, PAT-tested, and recorded.
- Trailing leads, multi-way adaptors, and overloaded sockets are strictly prohibited.
- All electrical equipment is subject to **Portable Appliance Testing (PAT)** at regular intervals.
- Electrical sources of ignition are inspected regularly by competent staff.

4.2 Heating Equipment

- All storage heaters must be fitted with **protective grills** to prevent combustible materials entering.
- Portable heaters and fans are only used when approved and must be PAT-tested.
- Heaters must not be covered, obstructed, or used to dry clothing.

4.3 Storage and Housekeeping

- Storage areas must be kept tidy and free from combustible build-up.
- Combustible materials must be stored safely, away from heat sources.
- Classrooms, corridors, and escape routes must be kept clear at all times.
- Fire doors must be kept closed and unobstructed.
- Wall displays must not present an excessive fire load and should be kept to agreed coverage limits.

4.4 Smoking

- Smoking is only permitted in designated outdoor areas.
- Metal ashtrays are provided and must be used.
- Contents of ashtrays must be disposed of safely at regular intervals.

4.5 Dangerous Substances

- Flammable or hazardous substances must be stored in approved fire-resistant containers.
- Learners must not bring into the provision flammable paraphernalia (e.g., lighters, aerosols, fireworks). Staff will monitor and confiscate items from learners on arrival if necessary.
- Kitchenette use must be closed during session times, and cooking equipment must be used only by staff.

4.6 Contractors and Building Works

- Contractors must follow fire safety guidance and not introduce new hazards.
- Work involving hot processes (e.g., welding, cutting) requires a **Hot Work Permit**.
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4.7 Arson and Deliberate Ignition

- Site security measures will be maintained to deter unauthorised access.
- Staff must remain alert to suspicious behaviour and report concerns immediately.

5. Fire Detection, Warning, and Protection

- Fire alarm systems are tested weekly
- Fire detection equipment is inspected and maintained in accordance with regulations, every 6 months
- Emergency lighting is provided, and maintained regularly, every 12 months
- Fire extinguishers and appliances are provided in appropriate locations, checked regularly serviced annually.
- Evacuation drills will be conducted at least **termly** and outcomes recorded.

6. Evacuation Strategy

- Evacuation procedures must account for the needs of learners with SEND. **Personal Emergency Evacuation Plans (PEEPs)** will be developed for individuals requiring support.
- Fire wardens will provide assistance and ensure safe evacuation routes are maintained.
- Clear, illuminated signage will indicate escape routes and exits.
- Evacuation drills will be conducted at least **termly** and outcomes recorded.
- Assembly points is located opposite the building and is safe, and accessible for all.

7. Measures to Limit Fire Spread

- Fire doors and compartmentation will be maintained.
- Combustible materials will be minimised and safely stored.
- Portable heaters, fans, and cooking equipment will be controlled to prevent ignition.

8. Training and Awareness

- All staff receive **fire safety training** on induction and refresher training annually.
- Fire wardens receive specialist training in evacuation support and use of fire equipment.

- Learners are given age-appropriate fire safety awareness sessions, including practice evacuations.

9. Testing, Maintenance, and Record Keeping

- Fire alarms: tested weekly, serviced annually.
- Emergency lighting: serviced annually.
- Fire extinguishers: serviced annually.
- PAT testing: conducted annually or sooner if required.
- Fire drills: conducted at least once per half term and logged.
- Records of all tests, training, and maintenance are retained by the Fire Safety Officer.

10. Raising the Alarm and Emergency Actions

- **Raising the Alarm:**
 - The fire alarm must be raised immediately by breaking the **glass call point** located by the front door
 - Staff and learners must not delay evacuation to collect belongings or investigate the fire.
- **Use of Fire Extinguishers:**
 - Fire extinguishers should only be used by trained staff and only if it is safe to do so.
 - The correct type of extinguisher must be used for the fire (e.g., water, CO₂, foam, or powder).
 - The priority is always safe evacuation – extinguishers must never be used if they place staff or learners at risk.
- **Evacuation Routes:**
 - Staff and learners should evacuate immediately to the **single designated exit point** and proceed to the assembly area.
 - In some parts of the building, **vertical access points** may be the only escape route. In this instance, staff must use their **personal phones to call 999** and inform the fire brigade of their exact location.
- **If the Exit is Blocked:**
 - Staff must close classroom doors securely to prevent smoke and flames from entering.

- Classroom doors provide at least **30 minutes of fire resistance**, giving sufficient time for the fire brigade to respond.
- Learners and staff must stay calm, remain together, and wait for assistance from the fire brigade.

11. Monitoring and Review

This policy will be reviewed annually or following any significant incident, change in building structure, or changes in legislation.