Educate U

Fire Safety Policy

Approved by: Susan Evans, Director of Education	**Date:** 15/03/21
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Policy to be used in conjunction with GEEP and PEEP procedures

Fire Safety Policy

- **Fire Risk Assessment on file**
- **Fire and monitoring folder kept in the Main office and on SmartLog**
- **This policy MUST be used alongside the General Emergency Evacuation Plan (GEEP) and Personal Emergency Evacuation Plan (PEEP)**
- **This Fire Safety Policy has been developed in line with the requirements of the Independent School Standards (ISS), specifically Part 3 (Welfare, Health and Safety of Pupils) and Part 5 (Premises of and Accommodation at Schools), and the wider statutory duties under the Regulatory Reform (Fire Safety) Order 2005**

1. Policy Statement

Educate U is committed to ensuring the safety of all pupils, staff, visitors, and contractors by maintaining high standards of fire safety throughout our premises. We will comply with all relevant fire safety legislation and best practices to prevent fire risks and ensure safe evacuation if a fire occurs.

Educate U is committed to the safety of all pupils, staff, visitors, and contractors by maintaining high standards of fire safety across all premises. This policy ensures compliance with all relevant legislation, including:

- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Part 3 of the Independent Schools Standards (ISS)
- Part 5 of the Independent Schools Standards (ISS)

A named Responsible Person (Headteacher) is accountable for ensuring fire safety duties are implemented, monitored, and reviewed effectively. The Proprietor recognises their overall responsibility for ensuring compliance with fire safety legislation and the Independent School Standards..

2. Policy aims

This policy outlines the responsibilities, procedures, and measures in place to:

- Prevent the occurrence of fire and minimise risks.
- Ensure safe and orderly evacuation in emergencies.

- Comply fully with statutory fire safety legislation and best practice.
- Maintain appropriate fire safety equipment and procedures.
- Provide all staff with appropriate fire safety training.
- Regularly review and update fire safety practices and risk assessments.

3 Scope

This policy applies to all staff, pupils, visitors, contractors, and anyone on Educate U premises.

Sites Covered

- Educate U, Chapel Road (KS1-3), Worthing
- 19 Liverpool Gardens, Worthing
- 17 Liverpool Gardens (KS4), Worthing
- Station House (Therapy House), Worthing
- 52 Chapel Road (KS5), Worthing
- 54 Chapel Road (KS5), Worthing
- Furzefield, Dappers Lane, Angmering (Woodland provision)

3.1 Alterations, Extensions and New Buildings

- All building work complies with building regulations, including fire safety design requirements.
- Fire safety is integrated into all premises changes.

4. Responsibilities

4.1 Headteacher

The Headteacher (Sarah Paoletti) is responsible for:

- **Overall Fire Safety Leadership:**
  Take ultimate responsibility for ensuring the school complies with all fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005 and ISS Part 3 standards.

- **Policy Implementation:**
  Ensure the fire safety policy is implemented effectively across all sites

- **Fire Risk Management:**
  Review fire risk assessments and ensure identified risks are addressed promptly in collaboration with the Health & Safety Officer.

- **Emergency Planning:**
  Ensure the General Emergency Evacuation Plan (GEEP) and Personal Emergency Evacuation Plans (PEEPs) are up-to-date and integrated into school procedures.
- **Staff Accountability:**
  Promote a culture of fire safety awareness among all staff, ensuring they understand their roles in fire prevention and evacuation.
- **Training Oversight:**
  Ensure all staff receive appropriate fire safety training on induction and annually thereafter.
- **Drill Supervision:**
  Oversee that fire drills are conducted regularly (at least termly) and evaluate their effectiveness with SLT and the Health & Safety Officer.
- **Incident Response:**
  Lead the response to any fire incidents, ensuring proper reporting, investigation, and follow-up actions.
- **Liaison with Authorities:**
  Act as a key contact for fire and rescue services during inspections or emergencies.

4.2 Health and Safety Officer

The Health & Safety Officer (Kerry Simmons, Business Manager) is responsible for:

- **Fire Risk Assessments:**
  Conduct or commission comprehensive fire risk assessments annually or when there are significant changes to the premises or activities.
- **Action Plan Management:**
  Develop, monitor, and ensure completion of action plans addressing fire safety risks identified in assessments.
- **Fire Equipment Oversight:**
  Ensure all fire detection, alarm systems, emergency lighting, extinguishers, and fire doors are maintained and tested regularly by competent persons.
- **Record Keeping:**
  Maintain accurate records of fire risk assessments, maintenance checks, training, fire drills, and incidents, using SmartLog or other systems.
- **Staff Training Coordination:**
  Organise fire safety training sessions for all staff and additional training for fire marshals, keeping detailed attendance and evaluation records.

- **Fire Drill Coordination:**
  Schedule and facilitate regular fire drills, monitoring participation and effectiveness, and liaising with the Headteacher on outcomes.
- **Ensure that the Grab and Go fire bag is always ready** containing laminated class lists, registers, fire drill sheets, whiteboard markers etc.
- **Emergency Procedures Development:**
  Assist in drafting, reviewing, and communicating emergency evacuation plans, including PEEPs for individuals with additional needs.
- **Compliance Monitoring:**
  Ensure all fire safety practices comply with current legislation, regulations, and guidance from fire authorities.
- **Liaison with Contractors:**
  Manage relationships with external fire safety contractors and ensure their work meets required standards.
- **Reporting:**
  Report any fire safety concerns, incidents, or near misses to the Headteacher and relevant authorities promptly.

4.3 Facilities Manager:

Working with the Health and Safety lead to ensure maintenance and regular testing of fire alarms, extinguishers, emergency lighting, and escape routes, upkeep of Smartlog and paper based systems, working with contractors.

4.4 Fire Marshals:

Trained staff responsible for assisting with evacuation and fire safety compliance. See GEEP and PEEP policy.

4.5 All Staff:

Familiarity with fire safety procedures, ensuring safe practices, and supporting evacuation. See GEEP and PEEP policy.

4.6 Responsible Person

The Responsible Person for fire safety at Educate U is the Headteacher.

The Responsible Person holds ultimate accountability for ensuring that:

- A suitable and sufficient fire risk assessment is in place and regularly reviewed
- Appropriate fire safety measures are implemented and maintained
- Staff are adequately trained
- Emergency procedures are effective and regularly tested

The Responsible Person may delegate tasks but retains overall legal responsibility for fire safety compliance.

4.7 Competent Persons

Educate U ensures that all fire safety duties are carried out by competent persons. A competent person is defined as someone with sufficient training, experience, knowledge, and other qualities to enable them to properly implement fire safety measures.

External contractors engaged in fire safety work are required to provide evidence of relevant qualifications, certifications, and insurance. The Health and Safety Officer is responsible for verifying contractor competence prior to engagement.

5. Fire Risk Assessment

- A thorough Fire Risk Assessment (FRA) will be conducted annually or whenever there is a significant change to the premises or activities
- There is an FRA for each building
- Identified risks will be managed promptly, with action plans recorded and monitored via Smartlog.
- Risk assessments will specifically consider vulnerable persons and ensure adequate measures to mitigate risks to all individuals.

6. Fire Prevention Measures

- Regular inspection and maintenance of electrical equipment.
- Safe storage of flammable materials.
- Clear, unobstructed fire escape routes and exits.
- Adequate fire signage and emergency lighting.
- Controlled use of ignition sources.

7. Fire Safety Arrangements

Educate U has established comprehensive fire safety arrangements to minimise risk and ensure the safety of all occupants. These include:

Preventative Measures:

- Control of ignition sources and flammable materials
- Routine inspection of electrical systems and equipment
- Fire doors must remain closed and must not be wedged open. They are subject to regular checks to ensure they are functioning correctly and provide effective compartmentation in the event of a fire.

Protective Measures:

- Installation and maintenance of fire detection and alarm systems
- Provision of appropriate fire-fighting equipment
- Maintenance of fire doors and compartmentation
- Clearly marked and unobstructed escape routes

Management Systems:

- Regular fire drills and staff training
- Maintenance of fire safety records
- Ongoing monitoring and review of fire safety practices

8. Fire Detection and Warning Systems

- Fire alarms will be installed, tested weekly, and maintained by qualified professionals. These will be recorded onto Smartlog.
- The fire alarm system is designed to ensure that alarms are clearly audible in all areas of the premises linked to the fire alarm system. In 58C Chapel road, where the upper and lower floors are on separate alarm systems, there is a risk assessment in place to mitigate staff and students on the other floor not being made aware. This is also included on the GEEP and PEEP Policy.
- Emergency lighting and signage will be regularly checked. These will be recorded onto Smartlog.
- Fire alarm systems are tested weekly and serviced at least every six months by a competent contractor.
- Emergency lighting is subject to monthly functional checks and an annual full duration test.
- Fire extinguishers are inspected annually by a qualified technician.
- Fire doors are checked regularly to ensure they are fully operational, self-closing, and not obstructed.
- Electrical installations are inspected and tested at appropriate intervals in line with statutory requirements.

9. Evacuation Procedures

- Clear evacuation routes and assembly points will be communicated to all staff pupils and visitors.
- Emergency evacuation procedures include Personal Emergency Evacuation Plans (PEEPs) tailored for pupils and staff who require additional support or have mobility needs. These are regularly reviewed and communicated to relevant staff.

- Fire drills will be held at least termly to ensure everyone understands evacuation procedures. These will be recorded onto Smartlog.
    - At 58C the FRA requires these to be held every half termly.
- Staff will be trained in assisting pupils, especially those with additional needs, during evacuation.
- Attendance registers will be taken to assembly points during evacuation to ensure all pupils and staff are accounted for. Any missing individuals will be reported immediately to emergency services.
- Evacuation procedures are adapted where necessary to account for different scenarios, including blocked exits, out-of-hours occupancy, and the presence of visitors or contractors.
- All visitors and contractors are informed of fire evacuation procedures on arrival and are supported by staff during any evacuation.
- Each site has a clearly identified primary and secondary assembly point. In the event that the primary assembly point is unsafe, staff will direct occupants to the secondary location.
- Fire wardens are responsible for sweeping designated areas, where safe to do so, to ensure all persons have evacuated.

10. Fire Safety Training

- All staff will receive fire safety training upon induction and refresher training annually. This will be via Smartlog and records will be kept.
- Specific training for fire marshals will be provided. This will be via Smartlog and records will be kept.
- Training records will be maintained and reviewed regularly.
- Fire safety training includes identification of fire hazards, understanding of alarm systems, evacuation procedures, use of fire extinguishers (where appropriate), and specific strategies for supporting pupils with additional needs during evacuation.

11. Visitors and Contractors

All visitors and contractors must sign in on arrival and will be made aware of fire evacuation procedures, including the location of assembly points.

Contractors undertaking work on site must provide appropriate risk assessments and method statements (RAMS), which will be reviewed to ensure fire risks are adequately controlled.

Visitors and contractors will be supervised where necessary to ensure compliance with fire safety arrangements.

12 Fire Safety Reform Compliance Statement

Educate U fully recognises and complies with its legal responsibilities under the Fire Safety Act 2021 and the Regulatory Reform (Fire Safety) Order 2005.

- We conduct comprehensive fire risk assessments covering all areas of the premises, including shared and communal spaces, to identify and mitigate any fire hazards.
- Where the school premises are shared with other organisations, Educate U cooperates and coordinates fire safety arrangements to ensure everyone's safety.
- We actively manage fire risks by maintaining safe storage of flammable materials, regularly checking electrical equipment, and ensuring all escape routes are clear, well-signposted, and fully operational.
- All staff receive regular fire safety training, and fire evacuation drills are held at least twice a year to maintain preparedness.
- Detailed records of fire risk assessments, training sessions, maintenance, and fire drills are kept and reviewed regularly.
- Educate U works closely with local fire and rescue authorities and complies with any guidance or enforcement actions they issue.

Through these measures, Educate U is committed to maintaining a safe environment for pupils, staff, visitors, and all building users in line with the latest fire safety legislation and best practices.

13. Fire Safety Records and Logbook

A comprehensive fire safety logbook is maintained (electronically via SmartLog and/or in hard copy) and includes:

- Fire alarm tests
- Emergency lighting tests
- Fire drills
- Staff training records
- Maintenance and servicing records
- Fire incidents and near misses

Records are reviewed regularly by the Health and Safety Officer and Headteacher to ensure ongoing compliance.

14. Reporting and Reviewing

- All fire incidents, near misses, and drill outcomes will be recorded and reviewed.
- The policy and procedures will be reviewed annually or following any significant fire safety incident.

- All fire alarm activations, including false alarms, will be recorded and investigated. Appropriate action will be taken to reduce the likelihood of repeated false activations, including reviewing pupil behaviour, equipment faults, or procedural issues.
- This policy will be reviewed annually or sooner if changes in legislation or operational circumstances arise.
- The Headteacher is responsible for maintaining the policy and ensuring all staff are informed of updates.
- The Proprietor maintains strategic oversight of fire safety by receiving regular reports on fire safety compliance, including risk assessments, audit findings, and any incidents.
- Fire safety is subject to periodic internal audits to ensure that procedures are being followed consistently across all sites and that any identified actions are completed promptly.

14. Linked policies / documentation

- General Emergency Evacuation Plan (GEEP) and Personal Emergency Evacuation Plans (PEEPs)
- Fire Risk Assessment Reports (external)
- Fire Drill Records (SmartLog)
- Training Records (SmartLog)
- Maintenance and Testing Logs (SmartLog)

15. Policy Accessibility

- Policy available to all staff on SmartLog and SharePoint
- Staff required to read and sign acknowledgment of understanding via Smartlog

16. Linked Policies / Documentation

- GEEP and PEEP procedures
- Fire Risk Assessment Reports
- Fire Drill Records (SmartLog)
- Training Records (SmartLog)
- Maintenance and Testing Logs (SmartLog)

Appendix A – Site-Specific Fire Details

Site	Alarm Sound	Fire Wardens	Assembly Point	Notes
58c Chapel Road (KS1-3)	***First Floor:*** 'dual tone siren' on the first floor ***Ground Floor***: 'continuous ringing of an alarm'	• Gemma Bryant • Jazelle Jobin • Fiona Kidney • Eloise Head	Outside Post Office	58C separate fire system, unlinked but risk-assessed and mitigated. **Staff MUST radio Fire, Fire, Fire to alert the other floor.**
19 Liverpool Gardens	The Fire Alarm is a 'continuous ringing of an alarm'.	• Adam Sharpe • Alice Galloway • Toni Elliott	School Carpark, pavement side.	Buildings linked and must evacuate together
17 Liverpool Gardens (KS4)	The Fire Alarm is a continuous ringing of an alarm.	• Kerry Simmons	School Carpark, pavement side.	Buildings linked and must evacuate together
Station House (Therapy House)	The Fire Alarm is a dual tone siren.	• Kim Elliott • Kym Clay • Vicki Dorling	Car park (at the end of Railway Approach)	
52 Chapel Road (KS5)	The Fire Alarm is a 'dual tone siren'	• Car l lago • Dom Lago • Ruth Hughes	Outside Connaught Cinema	
54 Chapel Road (KS5)	The Fire Alarm is a 'dual tone siren'	• Car l lago • Dom Lago • Hayley Tucker	Outside Connaught Cinema	
Outdoor Woodland Provision, Dappers Lane, Angmering	Handbell	• Hope Bridle • Tom Lapraik	Carpark	Evacuation along North / South path; mobile phones and first aid kits carried; all pupils accounted for via register