



Educate U

Fire Safety Policy

Approved by: Susan Evans, Director of Education	Date: 15/03/21
Last reviewed on: 09/08/2021 (Susan Evans), 01/09/22 (Susan Evans), 01/09/23 (Sarah Paoletti, Headteacher) 01/09/24 (Sarah Paoletti, Headteacher), 01/09/25 (Sarah Paoletti, Headteacher), 01/09/26 (Sarah Paoletti, Headteacher)	
Next review date: 01/09/27	

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 works within the Fire Precautions: The Regulatory Reform (Fire Safety) Order 2005**
- **This policy MUST be used alongside the General Emergency Evacuation Plan (GEEP) and Personal Emergency Evacuation Plan (PEEP)**

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.

This Fire Safety Policy complies fully with Part 3 of the Independent Schools Standards (ISS), ensuring the safety and welfare of all pupils, staff, and visitors by meeting or exceeding all relevant fire safety legislation and best practices, including The Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Act 2021.

2. Policy aims

This policy outlines the responsibilities, procedures, and measures in place to manage fire safety effectively and minimise risks to life and property.

3. Policy objectives

- To prevent the occurrence of fire and minimise associated risks.
- To ensure safe and orderly evacuation in the event of fire or fire alarm activation.
- To comply fully with statutory fire safety legislation and best practices.
- To maintain appropriate fire safety equipment and procedures.
- To ensure all staff receive appropriate fire safety training.
- To regularly review and update fire safety practices and risk assessments

4. Scope

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

The Educate U umbrella has buildings spread across 4 sites:

- Educate U, Chapel Road, Worthing.
- 19 Liverpool Gardens, Worthing
- 17 Liverpool Gardens, Worthing
- Station House (Therapy House), Worthing.
- *Futures, Chapel Road, Worthing (Alternative Provision)*

This policy covers all sites within the Educate U Umbrella with the exception of Futures.

4.1 Alterations, Extensions and New Buildings

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

5. Responsibilities

5.1 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.

5.2 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.
- **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.

5.3 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.

5.4 Fire Marshals:

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

5.5 All Staff:

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

6. Fire Risk Assessment

- A thorough fire risk assessment will be conducted annually or whenever there is a significant change to the premises or activities.
- 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.

7. 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.

8. Fire Detection and Warning Systems

- Fire alarms will be installed, tested weekly, and maintained by qualified professionals. These will be recorded onto Smartlog.

- Emergency lighting and signage will be regularly checked. These will be recorded onto Smartlog.

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.
- 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.

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.

11. 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.

12. 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.
- 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.

13. 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)

Appendix A – Site-Specific Fire Details

Site	Alarm Sound	Fire Wardens	Assembly Point	Notes
58 Chapel Road	First Floor: ‘dual tone siren’ on the first floor Ground Floor: ‘continuous ringing of an alarm’	- Gemma Bryant - Jazelle Jobin - Carl Lago - Dom Lago - Kerry Simmons - Eloise Head - Fiona Kidney	Outside Post Office	58C separate fire system, unlinked but risk-assessed and mitigated.
19 Liverpool Gardens	The Fire Alarm is a ‘continuous ringing of an alarm’.	- Grace Norman - Georgina Spoor - Alice Galloway - Adam Sharpe	Outside Covers textile shop (corner of Chapel Road/Liverpool Road)	
17 Liverpool Gardens	The Fire Alarm is a continuous ringing of an alarm.	- Kerry Simmons - Grace Norman - Carl Lago - Dom Lago	Outside Covers textile shop (corner of Chapel Road/Liverpool Road)	
Station House	The Fire Alarm is a dual tone siren.	- Kim Elliott - Kym Clay - Vicki Dorling	Car park (at the end of Railway Approach)	
Forest School Site, Dappers Lane, Angmering	Whistles blown and FIRE FIRE FIRE shouted by staff.	- Hope Bridle - Tom Lapraik	Carpark	Evacuation along main path; mobile phones and first aid kits carried; all pupils accounted for via register