



## Trust-Education Group Ltd

TRUST EDUCATION GROUP



### Fire Safety Policy

#### Policy Statement

Trust-Education Group Ltd places the highest priority on the safety of pupils, staff, contractors, and visitors. We recognise our legal duties under:

- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Independent School Standards (2014)
- Keeping Children Safe in Education (KCSIE)

As an independent SEMH school, we acknowledge that many of our pupils require additional reassurance, structure, and staff support during fire evacuations. All fire safety arrangements are designed to be inclusive and adapted to individual needs.

#### Aims

This policy aims to ensure:

- The prevention of fire risks through robust systems and safe practices.
- Effective fire detection and alarm systems are in place and maintained.
- Clear, practised evacuation procedures are followed by all staff, pupils, and visitors.
- Pupils with SEMH needs or disabilities are supported through Personal Emergency Evacuation Plans (PEEPs).
- Compliance with statutory legislation, Ofsted standards, and fire safety regulations.
- A culture of fire safety awareness across the school community.

## Responsibilities

### Governing Body

- Hold ultimate accountability for fire safety arrangements.
- Ensure adequate resources are allocated for compliance.
- Monitor reports on fire safety, drills, training, and risk assessments.

### Head of School

- Overall responsible person for fire safety at Trust-Education.
- Appoints a Fire Safety Officer and Fire Marshals.
- Ensures that policies, procedures, and risk assessments are reviewed annually.
- Reports to governors on compliance and incidents.

### Fire Safety Officer

- Maintains and updates the fire risk assessment.
- Ensures fire detection systems, extinguishers, and emergency lighting are regularly serviced.
- Conducts weekly alarm tests and maintains the fire safety logbook.
- Ensures fire drills are carried out at least once per term.
- Leads liaison with the Fire and Rescue Service.

### Fire Marshal (Katie Everson)

- Sweep allocated zones during evacuations.
- Ensure pupils and staff leave safely.
- Report to the Fire Safety Officer at the assembly point.

### Designated Safeguarding Lead (Katie Everson & Melissa Wainman)

- Ensures fire safety planning aligns with safeguarding and welfare requirements.
- Oversees PEEPs for vulnerable learners.

### All Staff

- Know the fire procedures and evacuation routes.
- Escort pupils to the assembly point calmly.
- Support SEMH pupils who may be anxious or resistant to evacuation.
- Never re-enter a building once evacuated.

## Pupils

- Taught the importance of following instructions during drills and evacuations.
- Provided with extra guidance if SEMH or SEND needs affect their understanding.

## Fire Risk Assessment

- Carried out annually and updated when building layout, staffing, or pupil needs change.
- Identifies fire hazards (electrical equipment, kitchens, heating, storage of materials).
- Assesses who may be at risk, including vulnerable pupils, staff, and visitors.
- Evaluates the adequacy of current control measures.
- Recommends further actions where necessary.

A copy is held in the Fire Safety Logbook and is available to inspectors on request.

## Fire Prevention Measures

- Electrical safety is maintained through annual Portable Appliance Testing (PAT) and visual checks.
- Escape routes and exits kept clear at all times.
- Strict no smoking or vaping policy across the site.
- Kitchens fitted with fire blankets and extinguishers, checked regularly.
- Heating systems serviced annually by qualified contractors.
- Hazardous substances stored securely away from ignition sources.
- Staff trained to identify and report potential hazards promptly.

## Fire Detection and Equipment

- Fire alarms tested weekly and recorded in the logbook.
- Extinguishers located throughout the site, serviced annually.
- Emergency lighting installed, tested, and logged.
- Fire doors are inspected monthly to ensure correct function.
- Exit signage displayed clearly in every area of the school.

## Fire Exits and Access Points

- The school has clearly designated fire exits located at key points throughout the building.
- The **main staff entrance** consists of glass doors, which are also approved fire exit routes.

- The **pupil entrance and exit** is similarly approved and clearly signposted.
- All fire exits are clearly marked with **illuminated green fire exit signage** positioned above the doors.
- These signs are visible from all approach routes and remain lit during emergencies through emergency lighting systems.
- All pupils, staff, contractors, and visitors must use the nearest safe exit during any evacuation.

TRUST EDUCATION GROUP

TRUST EDUCATION GROUP

During an evacuation:

- Staff and pupils exit using the nearest marked fire exit.
- Everyone proceeds directly to the **Fire Assembly Point**, located opposite the main school building..
- The assembly point is clearly identified with visible signage mounted on the telegraph pole.

## Fire Drills and Evacuation Procedures

- Fire drills held at least once every term and recorded.
- At least one annual drill takes place during after-school activities.
- Evacuation routes and assembly points clearly displayed in all rooms.

### Procedure:

1. Alarm sounds (continuous ringing).
2. Staff instruct pupils to stop activities immediately and line up.
3. Staff escort pupils via the nearest safe exit.
4. Fire Marshals sweep their designated zones.
5. Registers are taken at the assembly point.
6. Missing persons are reported to the Fire Safety Officer and Fire and Rescue.
7. No one returns until the all-clear is given.

## Personal Emergency Evacuation Plans (PEEPs)

- Created for pupils or staff who need extra support to evacuate.
- Include named staff responsible for assistance, alternative routes if necessary, and SEMH support strategies.
- Reviewed termly or when needs change.

## Training and Awareness

- All staff receive induction fire safety training and annual refreshers.

- Fire Marshals receive enhanced training, including extinguisher use.
- Pupils receive age-appropriate fire safety education with SEMH-sensitive adjustments.
- Visitors receive a briefing on fire safety procedures upon arrival.

## Record Keeping

The Fire Safety Logbook includes:

- Fire risk assessments and reviews.
- Weekly alarm test results.
- Monthly fire door checks.
- Annual servicing certificates for equipment.
- Records of fire drills and evaluations.
- Staff training records.

## Contractors and Visitors

- All visitors sign in and are briefed on evacuation procedures.
- Contractors given fire safety instructions before beginning work.
- Hosts are responsible for escorting visitors during evacuations.

## Monitoring, Evaluation and Review

- The Fire Safety Officer submits termly compliance reports to the Headteacher and Governors.
- Governors review fire safety arrangements annually.
- Incidents, breaches, or deficiencies are investigated and addressed.

This policy is reviewed every year, or sooner if legislation or circumstances change.

## Compliance Statement

This policy demonstrates compliance with:

- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Independent School Standards (2014)
- Keeping Children Safe in Education (KCSIE 2024)

<b>Policy Lead</b>	Melissa Wainman Director of Education
<b>Date:</b>	15th September 2025
<b>Policy Review Date:</b>	September 2026
<b>Version:</b>	1
<b>Approval:</b>  TRUST EDUCATION GROUP	Trust-Education Group Board of Governors  TRUST EDUCATION GROUP

