



Trust-Education Group Ltd

Fire Safety Policy

Policy Statement

Trust-Education Group Ltd places the highest priority on the health, safety and welfare of all pupils, staff, visitors, contractors and members of the wider school community.

The school recognises that effective fire safety management is a fundamental safeguarding responsibility and is committed to maintaining a safe environment where risks are identified, controlled and regularly reviewed.

As an independent specialist Social, Emotional and Mental Health (SEMH) provision, Trust-Education Group Ltd understands that some pupils may experience increased anxiety, uncertainty or emotional dysregulation during emergency situations. Fire safety procedures are therefore designed to meet statutory requirements while also providing appropriate reassurance, structure and individualised support.

The school adopts a proactive approach to fire safety by preventing hazards wherever possible, maintaining effective fire protection systems, providing regular training and ensuring that all staff and pupils understand emergency procedures.

All fire safety arrangements are developed with consideration of:

- Pupil Age
- SEMH Needs
- Special Educational Needs And Disabilities
- Communication Needs
- Sensory Needs
- Medical Needs
- Individual Risk Assessments
- Personal Emergency Evacuation Plans (PEEPs)

Trust-Education Group Ltd is committed to ensuring that every person on site can evacuate safely, calmly and effectively in the event of a fire or emergency.

Aims

The aims of this policy are to:

- Protect The Lives And Safety Of Pupils, Staff And Visitors
- Prevent Fire Through Effective Risk Management
- Ensure Compliance With All Relevant Fire Safety Legislation
- Maintain Safe Evacuation Procedures
- Ensure Fire Detection And Warning Systems Are Effective
- Provide Appropriate Support For Vulnerable Pupils
- Ensure Staff Understand Their Responsibilities
- Maintain Accurate Fire Safety Records
- Provide Regular Fire Safety Training
- Carry Out Regular Fire Drills And Evaluations
- Promote A Positive Culture Of Fire Safety Awareness
- Ensure Continuous Improvement Through Monitoring And Review

Legal Framework

This policy has been developed in accordance with the following legislation and guidance:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Regulations 2022
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Education (Independent School Standards) Regulations 2014
- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children
- Department for Education Health and Safety Guidance
- National Fire Chiefs Council Guidance

Trust-Education Group Ltd will also consider guidance provided by the local Fire and Rescue Service and other relevant professional bodies.

Fire Safety and Safeguarding

Trust-Education Group Ltd recognises that fire safety is an important part of safeguarding practice.

Pupils attending the school may have experienced trauma, anxiety, disrupted education or previous negative experiences of education. Emergency situations may present additional challenges for some pupils.

The school ensures that fire safety procedures consider pupils who may:

- Become Anxious During Alarms
- Experience Sensory Overload
- Find Sudden Changes Difficult
- Require Additional Adult Support
- Have Communication Difficulties
- Need Clear And Reassuring Instructions
- Experience Emotional Dysregulation

Staff are trained to support pupils calmly and consistently during emergency situations.

Where a fire drill or evacuation identifies a safeguarding concern, this will be reported to the Designated Safeguarding Leads and recorded appropriately on CPOMS.

Fire safety planning forms part of the school's wider safeguarding arrangements in line with Keeping Children Safe in Education 2026.

Roles and Responsibilities

Proprietors

The Proprietors of Trust-Education Group Ltd are:

- Melissa Wainman
- Katie Everson

The Proprietors have overall accountability for ensuring that effective fire safety arrangements are in place.

The Proprietors will:

- Ensure The School Meets Its Legal Fire Safety Duties
- Ensure Appropriate Resources Are Available

- Monitor Fire Safety Compliance
- Review Fire Safety Reports
- Ensure Fire Risk Assessments Are Completed
- Monitor Significant Fire Safety Concerns
- Ensure Appropriate Action Is Taken Following Incidents
- Support Continuous Improvement

Co-Headteachers

The Co-Headteachers are:

- Melissa Wainman
- Katie Everson

The Co-Headteachers have operational responsibility for ensuring fire safety procedures are implemented effectively.

They will:

- Ensure This Policy Is Implemented
- Promote A Strong Fire Safety Culture
- Ensure Staff Receive Appropriate Training
- Monitor Fire Drills
- Review Fire Safety Procedures
- Ensure Risk Assessments Are Updated
- Ensure Fire Safety Concerns Are Addressed Promptly
- Liaise With External Agencies Where Required
- Report Significant Matters To The Proprietors

Fire Safety Coordinator

The appointed Fire Safety Coordinator is **Katie Everson**

The Fire Safety Coordinator is responsible for overseeing the daily management of fire safety arrangements.

Responsibilities include:

- Maintaining The Fire Safety Logbook
- Ensuring Fire Safety Checks Are Completed
- Coordinating Fire Alarm Testing
- Arranging Fire Safety Servicing

- Monitoring Fire Safety Equipment
- Ensuring Fire Drills Take Place
- Recording Drill Outcomes
- Reviewing Fire Risk Assessments
- Reporting Defects
- Liaising With Contractors
- Supporting Staff Training
- Ensuring Records Are Accurate And Available For Inspection

Fire Marshal

The appointed Fire Marshals are Katie Everson and Janette Bashall

The Fire Marshal will:

- Support Safe Evacuation Procedures
- Ensure Areas Are Checked Where Safe To Do So
- Support Pupils During Evacuation
- Direct Staff And Visitors To The Assembly Point
- Report Missing Persons
- Liaise With The Fire Safety Coordinator
- Provide Information To Emergency Services
- Never Put Themselves Or Others At Risk

Fire Risk Assessment

Trust-Education Group Ltd recognises that an effective Fire Risk Assessment is central to preventing fire, reducing risk and ensuring the safety of everyone on site.

A suitable and sufficient Fire Risk Assessment is completed and reviewed in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The Fire Risk Assessment identifies:

- Potential Sources Of Ignition
- Potential Sources Of Fuel
- Persons At Risk
- Vulnerable Individuals Requiring Additional Support
- Fire Detection Arrangements
- Emergency Escape Routes
- Fire Fighting Equipment
- Staff Training Requirements

- Emergency Procedures
- Control Measures Required To Reduce Risk

The Fire Risk Assessment is reviewed:

- Annually As A Minimum
- Following Any Significant Change To The Building
- Following Changes To Staffing
- Following Changes To Pupil Needs
- Following Changes To Room Usage
- Following Any Fire Incident
- Following Significant Findings From Fire Drills
- Following Advice From The Fire And Rescue Service

The Fire Safety Coordinator, Katie Everson, is responsible for ensuring the Fire Risk Assessment remains current and that identified actions are monitored and completed.

A copy of the Fire Risk Assessment is maintained within the Fire Safety Logbook and is available for inspection by authorised persons, including Ofsted and the Fire and Rescue Service.

Identifying Vulnerable Persons

Trust-Education Group Ltd recognises that some pupils may require additional support during a fire evacuation due to SEMH needs, SEND, medical needs or communication differences.

The school identifies individuals who may require additional assistance, including pupils who:

- Experience Anxiety Or Panic Responses
- Have Autism Or Neurodivergent Needs
- Have Sensory Processing Difficulties
- Have Communication Difficulties
- Have Physical Disabilities
- Have Medical Conditions
- Have Difficulties Understanding Emergency Procedures
- May Become Dysregulated During Emergency Situations
- Require Additional Reassurance From Trusted Adults

Information regarding individual needs is shared appropriately with relevant staff while maintaining confidentiality.

Where required, pupils will have a Personal Emergency Evacuation Plan (PEEP) or an individual evacuation support plan.

Personal Emergency Evacuation Plans (PEEPs)

Trust-Education Group Ltd ensures that Personal Emergency Evacuation Plans are created for pupils, staff or visitors who may require additional support to evacuate safely.

PEEPs are personalised documents that identify the specific support required by an individual during an emergency.

A PEEP may include:

- The Individual's Specific Needs
- Named Staff Responsible For Support
- Preferred Communication Approaches
- Identified Risks
- Evacuation Strategies
- Safe Routes
- Alternative Routes
- Support Required At The Assembly Point
- Strategies To Reduce Anxiety
- Review Arrangements

PEEPs are reviewed:

- At Least Termly
- Following Changes In Need
- Following Significant Behavioural Changes
- Following Fire Drills
- Following Any Incident

For pupils with SEMH needs, staff will use trauma-informed approaches to support evacuation, including:

- Calm Verbal Reassurance
- Clear Instructions
- Familiar Adults Supporting Them
- Predictable Routines
- Advance Preparation Where Appropriate
- Visual Support Where Required

The school recognises that some pupils may initially find alarms and evacuation procedures challenging. Staff will provide appropriate support whilst ensuring evacuation remains safe and effective.

Fire Prevention Measures

Trust-Education Group Ltd takes proactive steps to reduce the likelihood of fire occurring.

Preventative measures include:

Electrical Safety

The school ensures that electrical equipment is maintained safely.

Controls include:

- Regular Visual Checks Of Electrical Equipment
- Portable Appliance Testing Where Required
- Removal Of Damaged Equipment
- Reporting Electrical Concerns Immediately
- Avoiding Overloaded Sockets
- Ensuring Electrical Equipment Is Used Correctly

Only approved electrical equipment may be used on school premises.

Storage And Housekeeping

The school maintains high standards of organisation to reduce fire risks.

Staff must ensure:

- Escape Routes Remain Clear
- Fire Doors Are Not Obstructed
- Materials Are Stored Safely
- Waste Is Removed Regularly
- Flammable Materials Are Stored Appropriately
- Corridors And Exits Remain Accessible

Storage areas are regularly checked as part of fire safety monitoring.

Heating Systems

Heating systems are maintained by competent contractors.

The school ensures:

- Annual Servicing Takes Place
- Faults Are Reported Promptly
- Heating Equipment Is Used Safely
- Portable Heaters Are Only Used When Approved

Kitchen and Food Preparation Areas

Where food preparation takes place, appropriate fire precautions are maintained.

These include:

- Suitable Fire Extinguishers
- Fire Blankets Where Required
- Regular Cleaning
- Safe Use Of Equipment
- Safe Storage Of Materials
- Staff Awareness Of Kitchen Fire Procedures

Smoking and Vaping

Trust-Education Group Ltd operates a strict:

- No Smoking Policy
- No Vaping Policy

Smoking and vaping are prohibited throughout school buildings, grounds and vehicles.

Fire Detection and Warning Systems

Trust-Education Group Ltd maintains effective fire detection and warning systems to ensure early identification of fire and prompt evacuation.

Fire detection arrangements include:

- Fire Alarm System
- Manual Call Points
- Emergency Lighting
- Fire Exit Signage

- Audible Warning Systems

The Fire Safety Coordinator ensures systems are tested and maintained in accordance with legal requirements.

Fire Alarm Testing

The fire alarm system is tested regularly to ensure it remains effective.

Testing arrangements include:

- Weekly Fire Alarm Tests
- Recording Of Tests In The Fire Logbook
- Identification Of Any Faults
- Immediate Reporting Of Defects
- Appropriate Follow-Up Action

Staff are informed of planned testing where appropriate to reduce unnecessary anxiety for pupils.

Where tests may impact pupils with SEMH needs, staff will prepare pupils through appropriate communication and reassurance.

Fire Extinguishers and Fire Fighting Equipment

Fire extinguishers and fire safety equipment are provided throughout the premises.

Equipment is:

- Appropriately Located
- Clearly Identified
- Accessible
- Regularly Checked
- Professionally Serviced

Staff are not expected to fight fires unless they have received appropriate training and it is safe to do so.

The priority during any fire emergency is always:

- Raise The Alarm
- Evacuate The Building

- Protect Life
- Contact Emergency Services

Emergency Lighting

Emergency lighting is maintained to ensure safe evacuation if normal lighting fails.

The school ensures:

- Emergency Lighting Is Tested Regularly
- Faults Are Reported Immediately
- Records Are Maintained
- Lighting Covers Escape Routes And Exits

Fire Doors

Fire doors are an essential part of the school's fire protection arrangements.

Fire doors are checked regularly to ensure they:

- Close Correctly
- Are Not Damaged
- Are Not Wedged Open
- Have Suitable Signage
- Remain Effective

Any defects are reported immediately to the Fire Safety Coordinator.

Fire Exits and Escape Routes

Trust-Education Group Ltd ensures that all pupils, staff, visitors and contractors can safely leave the building in the event of a fire or emergency.

Fire exits and escape routes are clearly identified, maintained and kept free from obstruction at all times.

The school ensures:

- Fire Exits Are Clearly Signed
- Escape Routes Remain Clear At All Times
- Doors Used As Emergency Exits Remain Accessible
- Exit Routes Are Regularly Checked

- Emergency Lighting Supports Safe Evacuation
- Fire Exit Signage Is Clearly Visible
- Staff Understand The Nearest Available Exit Routes

All staff are responsible for ensuring that classrooms and working areas are left safely and that pupils are able to evacuate without unnecessary delay.

No furniture, equipment, storage materials or personal belongings must obstruct escape routes.

Fire exits must never be locked, blocked or restricted during times when the building is occupied.

Designated Fire Exits

Trust-Education Group Ltd has clearly identified emergency exit routes throughout the school building.

The designated fire exits include:

- The Main Staff Entrance Which Provides An Approved Fire Exit Route
- The Pupil Entrance And Exit Which Provides An Approved Fire Exit Route
- Any Additional Clearly Marked Emergency Exits Within The Building

All fire exits are:

- Clearly Marked With Green Fire Exit Signage
- Visible From Approach Routes
- Maintained In Good Working Order
- Supported By Emergency Lighting Systems

During an evacuation, staff and pupils must use the nearest safe exit unless directed otherwise by a Fire Marshal.

Fire Assembly Point

The designated Fire Assembly Point for Trust-Education Group Ltd is:

The Area Opposite The Main School Building

The assembly point is clearly identified with visible signage mounted on the telegraph pole.

All pupils, staff, visitors and contractors must report directly to the assembly point following evacuation.

The assembly point must remain clear to allow:

- Safe Registration
- Accurate Accountability
- Emergency Service Access
- Communication With Staff

No person may leave the assembly point until authorised by the Fire Safety Coordinator, Fire Marshal or emergency services.

Emergency Evacuation Procedure

In the event of a fire alarm activation, all persons must evacuate immediately.

The evacuation procedure is:

- The Fire Alarm Will Sound
- All Activities Must Stop Immediately
- Staff Will Give Clear Calm Instructions
- Pupils Will Leave The Building Using The Nearest Safe Exit
- Staff Will Escort Pupils To The Assembly Point
- Fire Marshals Will Complete Their Checks Where Safe To Do So
- Registers Will Be Taken
- Missing Persons Will Be Reported Immediately
- Emergency Services Will Be Contacted Where Required
- No Person Will Re-Enter The Building Until Authorised

Staff must remain calm and provide reassurance, particularly for pupils who may experience anxiety or distress.

Supporting Pupils During Evacuation

Trust-Education Group Ltd recognises that some pupils may find fire alarms and emergency evacuations challenging.

Staff will use a supportive and trauma-informed approach by:

- Providing Clear Instructions
- Using Familiar Adults Where Possible

- Maintaining A Calm Tone
- Avoiding Escalation
- Providing Reassurance
- Following Individual Support Plans
- Using Agreed Regulation Strategies
- Supporting Pupils To Move Safely

Where a pupil becomes distressed, staff will prioritise safety while following the pupil's individual risk assessment and evacuation plan.

Staff must not delay evacuation of others or place themselves at unnecessary risk.

Refusal To Evacuate

Some pupils with SEMH needs may experience difficulty leaving the building during an emergency.

If a pupil refuses to evacuate:

- Staff Will Use Calm Verbal Reassurance
- Staff Will Follow The Individual Pupil Support Plan
- A Trusted Adult Will Provide Support Where Possible
- Staff Will Encourage Safe Movement Towards The Exit
- Staff Will Inform The Fire Marshal
- Emergency Services Will Be Provided With Relevant Information If Required

Staff must never put themselves or pupils at unnecessary risk.

The safety of all pupils and staff remains the priority.

Any significant concerns arising from an evacuation will be recorded on CPOMS and reviewed by safeguarding leaders.

Fire Drills

Trust-Education Group Ltd undertakes regular fire drills to ensure all pupils, staff and visitors understand evacuation procedures.

Fire drills will take place:

- At Least Once Every Term
- During Different Times Of The School Day Where Appropriate

- During Activities Outside The Normal Classroom Routine Where Appropriate
- With Consideration Of Vulnerable Pupils' Needs

At least one fire drill each academic year will consider alternative circumstances, such as:

- Different Starting Points
- Different Staffing Arrangements
- Wider School Activities
- Visitors On Site

Fire drills are recorded within the Fire Safety Logbook.

Records include:

- Date And Time Of Drill
- Duration Of Evacuation
- Number Of People Evacuated
- Any Difficulties Identified
- Actions Required
- Staff Responsible For Follow-Up

Evaluation Following Fire Drills

Following every fire drill, leaders review effectiveness.

Evaluation considers:

- Pupil Response
- Staff Response
- Evacuation Time
- Communication
- Fire Marshal Procedures
- Register Accuracy
- PEEP Effectiveness
- Any Barriers Experienced By Pupils

Any improvements identified are recorded and addressed promptly.

Where pupils experience anxiety following a drill, appropriate pastoral support is provided.

Visitors and Contractors

Trust-Education Group Ltd ensures that all visitors and contractors understand fire safety procedures.

All visitors must:

- Sign In Upon Arrival
- Receive Appropriate Fire Safety Information
- Follow Staff Instructions During An Emergency
- Remain With Their Host Where Appropriate

Contractors working on site must:

- Follow Site Fire Safety Procedures
- Maintain Safe Working Practices
- Avoid Blocking Fire Exits
- Report Any Fire Safety Concerns
- Provide Relevant Risk Assessments Where Required

The member of staff responsible for the visitor is responsible for ensuring they are accounted for during evacuation.

Educational Visits and Off-Site Activities

Fire safety arrangements are considered for all educational visits and off-site activities.

Staff organising visits will consider:

- Emergency Procedures At The Venue
- Evacuation Arrangements
- Pupil Needs
- Medical Needs
- Staffing Ratios
- Individual Risk Assessments
- Emergency Contact Arrangements

Pupils are prepared appropriately for emergency procedures before attending unfamiliar environments.

Fire Safety Training

All staff receive fire safety training as part of induction and ongoing professional development.

Training includes:

- Fire Prevention
- Fire Evacuation Procedures
- Emergency Responsibilities
- Fire Alarm Procedures
- Fire Exit Awareness
- Supporting Vulnerable Pupils
- PEEP Awareness
- Fire Safety Reporting Procedures

Fire Marshals receive additional training appropriate to their responsibilities.

Training records are maintained and reviewed regularly.

Pupil Fire Safety Education

Trust-Education Group Ltd provides pupils with age-appropriate fire safety education.

Learning includes:

- Understanding Fire Alarms
- Knowing Evacuation Procedures
- Following Adult Instructions
- Recognising Fire Risks
- Keeping Safe Around Fire
- Understanding Emergency Procedures

Teaching is adapted to meet SEMH and SEND needs.

Fire Safety Records and Documentation

Trust-Education Group Ltd maintains accurate and up-to-date records to demonstrate effective fire safety management and compliance with statutory requirements.

The Fire Safety Coordinator, Katie Everson, is responsible for ensuring that fire safety records are maintained appropriately and are available for inspection by relevant authorities, including Ofsted and the Fire and Rescue Service.

The Fire Safety Logbook contains:

- Current Fire Risk Assessment
- Fire Risk Assessment Reviews
- Fire Alarm Testing Records
- Emergency Lighting Test Records
- Fire Extinguisher Servicing Certificates
- Fire Door Inspection Records
- Fire Drill Records
- Staff Fire Safety Training Records
- Fire Safety Maintenance Records
- Records Of Fire Safety Concerns
- Actions Taken Following Identified Risks
- Contractor Certificates And Reports

All records are stored securely and retained in accordance with legal requirements and the school's record retention procedures.

Fire Safety Monitoring and Quality Assurance

Fire safety arrangements are monitored regularly to ensure they remain effective and appropriate.

The Fire Safety Coordinator and Co-Headteachers monitor:

- Compliance With Fire Safety Procedures
- Completion Of Fire Safety Checks
- Effectiveness Of Fire Drills
- Staff Understanding Of Procedures
- Pupil Response During Evacuations
- Effectiveness Of PEEPs
- Fire Safety Equipment
- Escape Routes
- Training Requirements

Quality assurance activities include:

- Regular Site Checks
- Fire Safety Audits
- Review Of Fire Drill Outcomes
- Staff Feedback
- Pupil Feedback

- Review Of Incidents And Near Misses
- Review Of Risk Assessments

Findings from monitoring are used to improve practice and inform the school's wider health and safety arrangements.

Fire Safety Checks

Trust-Education Group Ltd completes routine fire safety checks to ensure the site remains safe.

Daily Checks

Staff ensure:

- Fire Exits Are Clear
- Corridors Are Free From Obstruction
- Fire Doors Are Not Propped Open
- Fire Equipment Is Accessible
- Hazards Are Reported Immediately

Weekly Checks

The Fire Safety Coordinator ensures:

- Fire Alarm Testing Is Completed
- Test Results Are Recorded
- Any Faults Are Reported
- Follow-Up Actions Are Monitored

Monthly Checks

The school completes checks including:

- Fire Doors
- Escape Routes
- Fire Signage
- Emergency Equipment
- General Fire Safety Conditions

Annual Checks

The school ensures:

- Fire Risk Assessment Review
- Fire Alarm Servicing
- Emergency Lighting Servicing
- Fire Extinguisher Servicing
- Staff Fire Safety Updates

Fire Incidents and Emergency Reporting

In the event of an actual fire, the immediate priority is always the safety and evacuation of pupils, staff and visitors.

Following any fire incident:

- Emergency Services Will Be Contacted Where Required
- The Building Will Not Be Re-Entered Until Safe
- All Persons Will Be Accounted For
- The Incident Will Be Recorded
- The Fire Safety Coordinator Will Be Informed
- The Co-Headteachers Will Review The Incident
- Safeguarding Considerations Will Be Considered
- Relevant External Agencies Will Be Contacted Where Required

Where a fire incident results in injury, significant damage or meets reporting requirements, the school will consider whether a report under RIDDOR is required.

Any safeguarding concerns arising from a fire incident will be managed by the Designated Safeguarding Leads and recorded on CPOMS where appropriate.

Fire Safety Near Misses

Trust-Education Group Ltd recognises that identifying potential hazards before an incident occurs is essential.

All staff are responsible for reporting:

- Blocked Fire Exits
- Damaged Equipment
- Electrical Concerns
- Unsafe Storage
- Fire Door Issues

- Any Other Fire Safety Risks

Near misses are reviewed to identify improvements and prevent future incidents.

Lockdown and Fire Safety Procedures

Trust-Education Group Ltd recognises that emergency situations may require different responses depending on the circumstances.

Where there is a fire risk, evacuation procedures will always take priority.

Where a lockdown procedure is initiated due to a safeguarding or security concern, staff will follow the school's Lockdown Policy.

Staff will consider:

- Immediate Risk To Life
- Instructions From Emergency Services
- Pupil Safety
- Communication Needs
- Individual Pupil Support Plans

The Fire Safety Policy should be read alongside the school's Emergency Procedures Policy and Lockdown Policy.

Supporting Pupils Following Fire Drills or Incidents

Trust-Education Group Ltd recognises that fire drills, alarms and emergency situations may be distressing for some pupils.

Following a drill or incident, staff will provide appropriate support through:

- Trusted Adult Support
- Pastoral Check-Ins
- Emotional Regulation Strategies
- Individual Conversations
- Reflection Activities
- Therapeutic Support Where Required

Where pupils demonstrate increased anxiety or concern, leaders will review whether additional adjustments are required within their individual support plans.

Working With External Agencies

Trust-Education Group Ltd works cooperatively with relevant external agencies to maintain effective fire safety arrangements.

This may include:

- Local Fire And Rescue Service
- Health And Safety Advisors
- Approved Contractors
- Local Authority Partners
- Emergency Services

The school will provide appropriate information and cooperate fully with inspections, advice and investigations.

Contractors and Maintenance Work

All contractors working at Trust-Education Group Ltd must comply with the school's fire safety expectations.

Before work begins, contractors must:

- Follow Site Safety Procedures
- Provide Relevant Documentation Where Required
- Maintain Clear Escape Routes
- Store Materials Safely
- Report Any Hazards
- Follow Permit-To-Work Procedures Where Applicable

Where maintenance work affects fire safety systems, appropriate controls must be implemented and restored promptly.

Equality, Accessibility and Inclusion

Trust-Education Group Ltd recognises its responsibility to ensure fire safety arrangements are accessible and inclusive for all.

Fire procedures consider:

- Disability
- SEND Needs
- SEMH Needs
- Communication Requirements
- Sensory Needs

- Medical Needs
- Language Needs

Reasonable adjustments will be considered to ensure everyone can participate safely in evacuation procedures.

The school ensures that equality considerations are embedded within fire safety planning in accordance with the Equality Act 2010.

Links With Other School Policies

This Fire Safety Policy should be read alongside:

- Child Protection And Safeguarding Policy
- Health And Safety Policy
- Risk Assessment Policy
- Behaviour Policy
- Positive Relationships Policy
- SEND Policy
- Accessibility Plan
- Attendance Policy
- Educational Visits Policy
- Lockdown Policy
- First Aid Policy
- Staff Code Of Conduct
- Emergency Procedures Policy

Policy Review and Evaluation

This policy applies for the academic year 2026–2027.

The policy will be reviewed annually or sooner where there are:

- Changes To Legislation
- Changes To Guidance
- Significant Fire Incidents
- Changes To The School Building
- Changes To Pupil Needs
- Findings From Inspections
- Recommendations From External Agencies

The review will be completed by the Co-Headteachers and Fire Safety Coordinator, with findings shared with the Proprietors.

The effectiveness of fire safety arrangements will be evaluated through:

- Fire Drill Outcomes
- Health And Safety Monitoring
- Risk Assessment Reviews
- Staff Feedback
- Pupil Feedback
- Incident Analysis
- Quality Assurance Activities

Compliance Statement

Trust-Education Group Ltd confirms that this Fire Safety Policy demonstrates the school's commitment to meeting statutory fire safety responsibilities and maintaining a safe environment for all members of the school community.

The policy supports compliance with:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Regulations 2022
- Health And Safety At Work Etc. Act 1974
- Management Of Health And Safety At Work Regulations 1999
- Education (Independent School Standards) Regulations 2014
- Keeping Children Safe In Education (KCSIE) 2026
- Equality Act 2010

Through strong leadership, effective risk management, regular monitoring, staff training and a safeguarding-first approach, Trust-Education Group Ltd is committed to ensuring that every pupil, member of staff and visitor is protected and supported to remain safe.

Policy Lead	Melissa Wainman Proprietor
Date:	1st September 2026

Policy Review Date:	1st September 2027
Version:	1
Approval:	Matthew Embley Chair of the Governing Body



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