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Fire Safety Policy

1. Introduction

Learn to Shine Education Ltd is committed to ensuring the health, safety, and wellbeing of all students, staff, visitors, and contractors. This Fire Safety Policy sets out the measures in place to prevent, detect, and respond to fire incidents across the provision.

This policy complies with:

- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety Act 2021
- The Fire Safety (England) Regulations 2022
- Relevant guidance for schools and alternative provisions from The Department for Education and the local Fire & Rescue Service.

This document applies to all staff, students, volunteers, and visitors.

2. Responsible Person & Fire Safety Roles

Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005, the Responsible Person for Learn to Shine Education Ltd is: The Director / Proprietor: Katie McDonough

Responsible for ensuring fire safety arrangements are in place and maintained.

Fire Safety Officer(s)

The Fire Safety Officers are appointed to manage day-to-day fire safety operations, including:

- Organising fire drills
- Maintaining fire safety records
- Liaising with external fire safety professionals
- Ensuring staff training is up to date
- Sweeping allocated areas during evacuation
- Supporting students with additional needs, alongside staff
- Reporting hazards
- Assisting with external audits and improving procedures

A list of Fire Officers is maintained and displayed on-site.

3. Fire Risk Assessment

Learn to Shine Education Ltd carries out a formal Fire Risk Assessment at least annually, or sooner if:

- There are significant changes to the building
- There is an incident or near miss
- New equipment, materials, or room configurations introduce new risks

The assessment:

- Identifies fire hazards
- Identifies people at risk (including vulnerable learners)
- Evaluates, removes, or reduces risks
- Confirms suitable control measures
- Ensures safe evacuation procedures

A written record is kept on-site and reviewed regularly. External auditors provide reports and recommendations where appropriate.

4. Fire Prevention Measures

We minimise fire risk through:

Housekeeping

- Escape routes kept clear at all times
- Waste disposal especially flammable material is exposed of as soon as possible
- No storing materials in corridors, stairwells, or near fire exits
- Ensuring fire windows are unlocked and accessible

Electrical Safety

- PAT testing completed annually
- Staff prohibited from bringing unauthorised electrical appliances
- Damaged plugs, wires, or equipment reported immediately and removed

Prohibited Items

- Open flames (candles, matches, lighters)
- Portable heaters unless authorised by management

Kitchen & Practical Areas

- Staff trained in safe equipment use
- Students supervised at all times
- Fire blankets and extinguishers available where required

5. Fire Detection & Firefighting Equipment

Learn to Shine Education Ltd maintains:

- A fully operational fire detection and alarm system
- Clearly marked and illuminated fire exits
- Emergency lighting in compliance with BS 5266
- Appropriate fire extinguishers placed throughout the site
- Fire blankets in kitchen or food-preparation areas

All equipment is:

- Inspected weekly, or more often, by staff
- Professionally serviced annually or sooner as required by law
- Recorded in the Fire Safety log by officers

6. Emergency Evacuation Procedures

If the fire alarm sounds:

1. All persons must evacuate immediately using the nearest safe exit.
2. Fire Wardens sweep their designated areas.
3. Staff escort students calmly and safely.
4. Everyone proceeds to the Fire Assembly Point outside the building.
5. A register and mobile phones are taken by staff members.
6. No one re-enters the building until declared safe by the Fire & Rescue Service or responsible person.

Evacuation procedures are clearly displayed in all rooms.

7. Fire Practise

- Fire Practise takes place at least once per term (three times a year) this may or may not include students depending on their individual needs and risk assessments.
- Practise includes students, staff, and visitors present at the time.
- Any issues, delays, or concerns are recorded and acted on.
- Staff receive feedback to improve future performance.

8. Training & Induction

All staff receive:

- Fire safety induction training
- Annual, if not sooner, refresher training
- Training in use of fire extinguishers (where appropriate)
- Evacuation and sweep-check procedures
- Guidance on assisting students with SEND or mobility needs

Students receive age-appropriate fire safety information as part of their induction and is ongoing through daily discussions.

9. Personal Emergency Evacuation Plans (PEEPs)

PEEPs are created for any student or staff member who may require:

- Extra time
- Mobility assistance
- Communication support
- Emotional regulation support
- Supervision due to SEND or SEMH needs

PEEPs are reviewed termly or as needs change with parents/carers input.

10. Record Keeping

The following documents are stored and maintained:

- Fire Risk Assessment
- Weekly alarm checks
- Equipment servicing certificates
- PAT testing records
- Fire practise logs
- Staff training records
- PEEP documents

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Records are kept in the Fire Safety Logbook and digital backup.

11. Review of Policy

This Fire Safety Policy is reviewed:

- Annually, or
- Following any significant building change
- After a fire incident, drill concern, or updated legislation

12. Key Contacts

Role	Name / Organisation	Contact Details
Fire Officer	Gabrielle Nicholson	07817520183
Fire Officer	Shannon Crooks	07930527109
Health & Safety Officer	Gabrielle Nicholson	07817520183
Health & Safety Officer	Shannon Crooks	07930527109
Health & Safety Officer	Jennifer Campos	07738837600
Food Safety	Rebecca Windle-Dale	07841455124
Data Protection	Carol McDonough	07988909563
Emergency Services	999	

This policy was approved by:

Katie McDonough

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