

Fire Safety Policy

REACH Learning Provision

1. Policy Statement

REACH Learning Provision is committed to ensuring the safety of all pupils, staff, volunteers, and visitors in the event of fire. We recognise our duty of care under the **Regulatory Reform (Fire Safety) Order 2005**, the **Health and Safety at Work Act 1974**, and all relevant fire safety regulations.

Our aim is to:

- Prevent the risk of fire wherever possible.
 - Ensure safe evacuation procedures are in place, practised, and understood by all.
 - Maintain fire safety equipment and procedures to the highest standard.
 - Provide staff with training and guidance so they can respond effectively in an emergency.
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2. Responsibilities

Provision Management will:

- Appoint a designated **Fire Safety Officer** (currently: [Corrine Scott - Head of Provision & Ellis Bone - Assistant Head of Provision]) responsible for coordinating fire safety arrangements.
- Ensure all fire risk assessments are carried out annually (or sooner if required).
- Maintain fire safety equipment, signage, and alarm systems in line with legal requirements.
- Ensure evacuation procedures are displayed clearly in all areas of the building.

Staff will:

- Familiarise themselves with fire evacuation routes, assembly points, and procedures.
- Act quickly and calmly in the event of a fire alarm, prioritising pupil safety.
- Supervise and account for pupils during an evacuation.
- Report any fire hazards, damaged equipment, or blocked exits immediately.

Students will:

- Follow instructions from staff during fire drills and emergencies.
- Leave belongings behind and move calmly to the designated assembly point.
- Not tamper with fire safety equipment.

Visitors and Contractors will:

- Sign in on arrival and be informed of fire safety procedures.
 - Be escorted by staff during any fire evacuation.
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3. Fire Prevention

To minimise fire risks, REACH Learning Provision will:

- Conduct annual **fire risk assessments** and review regularly.
 - Carry out **weekly fire alarm and fire extinguisher tests**.
 - Ensure fire exits remain clear and unobstructed at all times.
 - Store flammable substances safely and in line with COSHH regulations.
 - Ensure electrical appliances are PAT tested regularly and used safely.
 - Prohibit smoking and vaping anywhere on the premises.
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4. Evacuation Procedures

In the event of the fire alarm sounding:

1. Staff will immediately stop all activities and instruct pupils to evacuate calmly.
 2. Pupils and staff will leave by the nearest safe exit, without collecting personal belongings.
 3. Staff will ensure classrooms and offices are cleared and doors are closed.
 4. Everyone will assemble at the designated fire assembly point:
 - **Top Car Park**
 5. Registers will be taken by class staff and reported to the Fire Safety Officer.
 6. No one may re-enter the building until the Fire Safety Officer or Fire Services confirm it is safe.
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5. Fire Drills

- Fire drills will be held **at least once per term** to ensure staff and pupils are familiar with evacuation procedures.
 - Records of drills (date, time, duration, issues raised, corrective actions) will be kept.
 - Any issues identified during drills will be addressed promptly.
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6. Training

- All staff will receive **fire safety induction training** on appointment.
- Annual refresher training will be provided, including the safe use of fire extinguishers.
- Fire wardens and designated staff will receive additional training to support evacuations.

7. Fire Safety Equipment

REACH will ensure that:

- Fire alarms and emergency lighting are tested weekly and serviced annually.
 - Fire extinguishers are inspected annually by a competent contractor.
 - Fire blankets are available in kitchen areas.
 - All equipment is clearly signed, unobstructed, and accessible.
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8. Monitoring and Review

- This policy will be reviewed annually or following any significant change in building layout, staffing, or legislation.
- Fire safety audits and inspections will be carried out termly by the Fire Safety Officer.
- The outcomes of fire drills and checks will be reported to Senior Leadership to ensure ongoing compliance and safety.