



APEX EDUCATION FIRE SAFETY POLICY

Policy approved by: **Directors**
Date reviewed: **August 2024**
Next review date: **July 2027**

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1.Introduction

The following policy outlines Apex Education arrangements for fire safety to comply with The Regulatory Reform (Fire Safety) Order 2005.

Responsibilities.

- The overall responsibility for fire safety lies with the Partners
- The local fire safety responsible person will be the Centre lead
- A minimum of one Fire Warden/Marshall will be trained.
- Fire safety monitoring and review will be instigated by the Partners.

2.Reducing fire hazards and risks

Good housekeeping: Heads of Centre are responsible for maintaining high standards of housekeeping such as paper & files stored properly, electrical cables kept tidy & no overloading of sockets. Good housekeeping will reduce the risk of fire starting and spreading.

Refuse & general storage: Inside bins will be emptied regularly into outside bins, which will be kept away from the building and emptied regularly. Outside bins should not be allowed to overflow. Store rooms should be kept tidy and sources of fuel stored separately from any sources of ignition.

Use of equipment (electrical & heating/cooling equipment): Any additional heating/cooling equipment used at Apex Education must be PAT tested regularly. Any heaters must be located away from any source of fuel and turned off when left unattended.

Smoking: Apex Education is a no smoking area.

Building work: Some building/maintenance work creates an increased risk of fire. Extra care should be taken when work is being carried out. Equipment left on site overnight must be stored safely.

Disabled staff / young people / users: Wherever there are disabled staff / young people / users, the centre will ensure evacuation routes and procedures are appropriate.

3.Fire safety arrangements

Fire detection system: Acorn Centres will have a fire detection system installed with call points and smoke detectors.

Fire Drills: Apex Education will carry out fire drills when new young people are inducted and thereafter at least once each half term. This will be carried out by the Centre lead. Fire drills will be logged and findings will be recorded. An observer could be nominated to give feedback on the evacuation procedure. Where applicable the alarm receiving centre must be informed of a fire drill. Visitors should be informed of a fire drill. A roll call of young people should be carried out at the assembly point. The visitors book should be brought to the assembly point and visitors accounted for. The fire warden will 'sweep' the premises to ensure the building is effectively evacuated. A note should be made of any person unaccounted for. (During a real evacuation this information should be given to the fire services). Fire drill records will be reviewed by The Partners (supported by the Health and Safety Consultant) annually and any significant findings investigated.

Fire Alarm test: The fire alarm will be tested at the same time each week by the Centre H&S Coordinator. The details of this test should be recorded

Fire fighting equipment: Fire extinguishers will be provided as appropriate. Firefighting equipment will be maintained by a specialist firm on an annual basis. It is the responsibility of the Centre Lead to ensure that these checks are carried out.

Access for fire engines and firefighters: Access to the buildings will be kept clear at all times to allow emergency services to access the building in the event of a fire.

Escape Routes: The main doors will be the escape route for all students, staff and visitors.

Emergency plan: An emergency plan will be in place for each location detailing:

- How people will be warned of fire
- What staff / young people should do in case of fire
- How an evacuation will be carried out
- Location of the assembly point
- Arrangements for fighting fire
- Any identified staff responsibilities i.e. fire wardens
- Arrangements for safe evacuation of visitors
- Arrangements for any hirer of premises
- How the fire service will be called and by who
- Who will meet the fire service
- Any training needs

Fire Safety Training: Fire safety training will be given at induction and then annually. Staff responsible for young people will be made aware of what they need to do in the event of a fire. Young people will be given basic fire safety training during induction covering: the emergency plan, location of the assembly point, basic fire prevention measures & exit routes.

Fire Wardens/Marshalls: A minimum of one trained fire warden will be required at each centre.