



Fire Safety Policy

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2nd Edition

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1. Statement of Intent

InspirED is committed to ensuring the safety of all staff, pupils, visitors, and contractors in the event of a fire. We comply with the *Regulatory Reform (Fire Safety) Order 2005* and the *Fire Safety (England) Regulations 2022*, and we follow best practice as outlined in HM Government's *Fire Safety in Educational Premises* guidance.

Our aim is to minimise the risk of fire through robust prevention measures, ensure the safe evacuation of all building occupants, and maintain all fire safety systems to the highest standard.

InspirED will appoint a suitably competent person to oversee day-to-day fire safety arrangements, statutory testing, and record keeping.

We will ensure that all residents and relevant persons receive appropriate fire safety information as required by legislation.

2. Responsibilities

2.1 Director / Headteacher (Responsible Person)

- Has overall responsibility for fire safety management under the Fire Safety Order.
- Ensures that fire risk assessments are conducted annually and reviewed following any significant change.
- Allocates sufficient resources for implementing fire safety measures.
- Ensures staff receive annual fire safety training and that fire drills are carried out at least once a year.
- Liaises with the landlord regarding maintenance of fire detection and alarm systems.
- Ensures all actions identified in the Fire Risk Assessment are completed within specified timeframes and recorded.
- Cooperates with any other Responsible Persons or Duty Holders sharing the premises and ensures clear communication about fire safety responsibilities.

2.2 Fire Marshals

- Lead evacuations during drills and actual emergencies.
- Check designated areas to confirm that all persons have exited safely.
- Conduct roll calls at the assembly point and liaise with the Fire and Rescue Service upon arrival.
- Check refuge points (where provided) and ensure any assisted evacuation arrangements are implemented safely.
- Report post-evacuation findings to the Responsible Person for logging and follow-up.

2.3 All Staff

- Must familiarise themselves with evacuation routes, alarm points, and assembly areas.
- Must report any fire hazards or defective fire safety equipment immediately.
- Support pupils, visitors, and those needing assistance during evacuations.
- Ensure classroom and office fire doors are not propped open and escape routes remain clear at all times.
- Participate fully in fire drills and follow Fire Marshal instructions promptly.

3. Fire Prevention and Risk Control

- Electrical installations and portable appliances are tested at regular intervals (EICR and PAT testing).
- No smoking is permitted anywhere on the premises.
- Fire doors are kept closed or fitted with approved automatic closing devices (e.g., Dorgards).
- Combustible waste is stored and removed safely to prevent accumulation.
- Contractors are briefed on site fire safety procedures before starting work.
- COSHH substances are stored securely in accordance with regulations.
- Hot work by contractors will only be permitted under a formal Hot Work Permit system.
- Portable heaters must be risk assessed and positioned away from combustibles.
- Any works affecting fire alarm systems, fire doors, or compartmentation must be agreed with the Responsible Person prior to commencement.
- Good housekeeping must be maintained to ensure exits, corridors, and stairwells remain unobstructed.

4. Fire Detection and Warning Systems

The building is fitted with an **L2 fire alarm system** maintained by the landlord. Smoke detectors are installed in all rooms, and manual call points are positioned by exit routes. Alarm testing is conducted weekly during term time, with full system servicing completed annually.

All alarm activations, faults, and false alarms will be recorded and reviewed to identify trends.

Weekly tests will rotate through different call points to confirm audibility and device function across all areas.

5. Firefighting Equipment

- Portable fire extinguishers and fire blankets are located throughout the building.

- All extinguishers are serviced annually by a competent contractor.
- Fire extinguisher signage is installed above each device.
- Only trained staff should use extinguishers, and only when safe to do so.
- Staff are not expected to fight fires; the priority is evacuation.
- Extinguishers will be visually inspected monthly by the competent person.

6. Evacuation Procedures

Procedures for evacuation are detailed in the *InspirED Emergency Evacuation Procedure* .

Key actions include:

- Sound the alarm immediately upon discovering a fire.
- Escort pupils, visitors, and contractors to the nearest safe exit.
- Assemble at the designated muster point in the car park.
- Do not re-enter the building until cleared by the Fire and Rescue Service.

Signing-in procedures for visitors and contractors will ensure accurate roll-call information during evacuations.

Fire Marshals will conduct sweep checks of their designated areas when safe to do so.

Staff must close doors behind them during evacuation to slow smoke and fire spread.

6.1 Special Arrangements:

- Personal Emergency Evacuation Plans (PEEPs) are created for anyone requiring additional support, including individuals with reduced mobility or specific needs.
- PEEPs will be reviewed annually or sooner if an individual's needs change.

7. Training and Drills

- All staff receive annual fire safety awareness training.
- Fire marshals undertake specific training for their roles.
- Evacuation drills are conducted at least once per academic year and recorded in the fire log.
- Records of training and drills are maintained in the Fire Safety File.
- Induction training for new staff will include a walkthrough of escape routes and alarm points.
- Scenario-based drills (e.g., blocked exits, lunch-break drills, assisted evacuation practice) will be carried out periodically.
- Drill records will include evacuation time, issues identified, and corrective actions.

8. Maintenance and Inspection

- Fire alarm systems: **tested weekly, serviced annually.**
- Emergency lighting: **tested monthly, serviced annually.**
- Fire extinguishers: **checked monthly, serviced annually.**
- Fire exits and routes: **inspected weekly** to ensure they remain unobstructed.

Fire doors will be inspected quarterly in accordance with the Fire Safety (England) Regulations 2022 to confirm correct function and condition.

Compartmentation elements (ceilings, risers, penetrations) will be checked annually or after any intrusive works.

All defects that could compromise fire safety will be reported immediately and repaired within appropriate timescales.

All records of maintenance and inspections are logged and retained in accordance with the Fire Safety Order and held within the InspirED Fire Safety File.

9. Review and Monitoring

This policy and all associated fire safety arrangements will be reviewed:

- Annually, as part of the Health and Safety review cycle.
- Following any significant building changes or incidents.
- In response to findings from the annual Fire Risk Assessment.
- Following changes to legislation, guidance, or any enforcement activity by the Fire and Rescue Service.
- Using performance indicators such as drill timings, false alarm data, and fire-related near-miss reports.

10. Associated Documents

- InspirED Health and Safety Policy
- InspirED Emergency Evacuation Procedure
- InspirED Fire Risk Assessment
- InspirED Staff Induction Handbook
- InspirED Fire Door Inspection Records
- InspirED Emergency Lighting Test Records
- InspirED Fire Safety Training Records