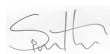




# Fire Risk Assessment and Procedures

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	01/08/2025	Simon Hunt	01/08/2026

Role	Name	Signature	Date
Director	Simon Hunt		01/08/2025

# Fire Risk Assessment and Procedures

Discovery Education Centre recognises its duty to safeguard students, staff, and visitors from the risks associated with fire.

## Policy Statement:

We will conduct fire risk assessments, maintain fire safety equipment, and ensure staff and students are trained and prepared for emergencies.

## Procedures and Arrangements:

1. Fire Risk Assessment – Completed annually and updated following any building changes or incidents. The Health & Safety Lead oversees implementation of control measures.
2. Fire Safety Equipment – Fire alarms, extinguishers, and emergency lighting are inspected and tested regularly by competent contractors. Weekly checks of fire exits and escape routes are carried out by site staff.
3. Evacuation Procedure – On discovering a fire, staff will sound the nearest alarm and call 999.

All occupants must evacuate immediately using the nearest safe exit and gather at the designated assembly point. No re-entry until declared safe by Fire Service.

4. Fire Drills – Carried out termly and recorded in the Fire Safety Log. Feedback is used to improve procedures.