

## Fire Risk Assessment Policy for Alt-Ed Lincs 2025

### 1. Introduction:

At Alt-Ed Lincs, the safety and well-being of our students, staff, and visitors are of utmost importance. This Fire Risk Assessment Policy outlines our commitment to identifying and minimizing the risk of fire incidents within our premises. This policy applies to all areas under our control and all individuals present on the premises.

### 2. Responsibilities:

#### 2.1. Management:

- The management of Alt-Ed Lincs is responsible for ensuring the implementation and maintenance of fire safety measures.
- They will appoint a designated responsible person(s) for fire safety, who will oversee the implementation of this policy.

#### 2.2. Staff and Students:

- All staff and students are responsible for adhering to fire safety procedures and reporting any fire hazards or concerns to the designated responsible person(s).

### 3. Fire Risk Assessment:

3.1. Alt-Ed Lincs will conduct a thorough fire risk assessment of the premises, which includes identifying potential fire hazards, assessing the risk level, and implementing appropriate control measures.

3.2. The fire risk assessment will be reviewed regularly and updated as necessary, taking into account changes in the premises, activities, or legislation.

### 4. Fire Safety Measures:

#### 4.1. Fire Prevention:

- Alt-Ed Lincs will implement measures to prevent fires from occurring, such as regular maintenance of electrical equipment, storage of flammable materials in designated areas, and ensuring smoking is strictly prohibited within the premises.
- Fire doors will be kept closed at all times, and escape routes will be kept clear of obstructions.

#### 4.2. Fire Detection and Warning:

- Adequate fire detection and warning systems, including smoke detectors and fire alarms, will be installed and regularly tested.
- Fire alarm call points will be clearly marked and easily accessible.

#### 4.3. Emergency Evacuation:

- Alt-Ed Lincs will establish and communicate clear emergency evacuation procedures to all staff, students, and visitors.
- Fire evacuation drills will be conducted regularly to ensure everyone is familiar with the procedures and evacuation routes.

#### 4.4. Firefighting Equipment:

- The premises will be equipped with appropriate firefighting equipment, such as fire extinguishers and fire blankets.
- The equipment will be regularly inspected, maintained, and replaced as necessary.

#### 4.5. Training and Awareness:

- All staff will receive fire safety training, including awareness of fire hazards, emergency procedures, and the proper use of firefighting equipment.
- Fire safety information and procedures will be communicated to students and visitors as required.

### 5. Review and Monitoring:

5.1. Alt-Ed Lincs will regularly review and monitor the effectiveness of this Fire Risk Assessment Policy and associated fire safety measures.

5.2. Any incidents, near misses, or changes in legislation will be thoroughly investigated, and appropriate actions will be taken to prevent recurrence.

6. Communication:

6.1. This Fire Risk Assessment Policy will be made available to all staff, students, and visitors.

6.2. Any updates or changes to the policy will be communicated to all relevant parties.

7. Compliance:

7.1. Alt-Ed Lincs will comply with all applicable fire safety legislation, regulations, and best practices.

7.2. Regular audits and inspections will be conducted to ensure compliance and identify areas for improvement.

8. Document Control:

8.1. This Fire Risk Assessment Policy will be regularly reviewed and updated as necessary, with the latest version being accessible to all relevant parties.

8.2. Any previous versions of the policy will be securely archived.