



Fire Safety Policy- Swift Learning

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1. Policy Statement

Swift Learning is committed to ensuring the safety of all pupils, staff, visitors, and contractors by preventing the risk of fire and ensuring effective procedures are in place to respond to emergencies.

This policy is developed in line with the Regulatory Reform (Fire Safety) Order 2005 and DfE Fire Safety Risk Assessment Guidance for Educational Premises.

Swift Learning recognises its duty to reduce the likelihood of fire, protect all individuals (including those with additional needs), and ensure safe evacuation in the event of an emergency.

2. Legal Framework

This policy complies with:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- DfE Guidance on Fire Safety Risk Assessments in Educational Premises
- HSE Fire Safety Guidance

3. Responsibilities

Proprietor

The Proprietor holds overall responsibility for fire safety and ensures compliance with legislation, provision of adequate resources, and regular review of fire safety arrangements.

Health & Safety Lead

The Health & Safety Lead is responsible for conducting and reviewing fire risk assessments, maintaining fire detection and alarm systems, organising fire drills, retaining records, and ensuring staff training is current.

Head of Alternative Provision

Responsible for the day-to-day monitoring of fire safety procedures, ensuring evacuation routes remain clear, and supporting emergency responses.

All Staff

All staff must follow fire safety procedures, support pupils during evacuations, report hazards immediately, and participate in training and drills.

4. Fire Prevention Measures

Swift Learning has procedures in place to reduce the likelihood of fire occurring.

Premises are kept clean and free from waste and clutter. Electrical equipment is regularly inspected and maintained, with faulty items removed from use immediately.

Flammable materials are stored securely and in minimal quantities. Where activities involve heat or hazardous materials, specific risk assessments are completed.

Evacuation routes and exits are always kept clear and checked daily.

5. Fire Detection and Warning Systems

Fire alarms are tested weekly and recorded. Emergency lighting is checked monthly and fire extinguishers serviced annually.

Any faults are reported immediately and rectified without delay.

All maintenance records are retained for audit purposes.

6. Fire Risk Assessment

Swift Learning undertakes a comprehensive fire risk assessment in line with government guidance.

The assessment identifies hazards, individuals at risk, existing controls, and further actions required.

Findings are recorded and retained.

Fire risk assessments are reviewed annually and whenever changes occur, including:

- Increased pupil or staff numbers
- Admission of pupils with specific needs
- Changes to premises layout or use

7. Consideration of Individual Needs and PEEPs

Individual risk assessments are completed for pupils or staff requiring additional support.

Personal Emergency Evacuation Plans (PEEPs) outline evacuation procedures, support needs, and responsible staff.

PEEPs are reviewed regularly and updated as required.

8. Fire Precautions and Risk Reduction

Fire precautions include clearly marked exits, maintained fire doors, signage, and appropriate fire-fighting equipment.

Additional measures are taken when using or storing flammable materials, including secure storage and staff training.

9. Evacuation Plan and Procedures

Swift Learning has a tailored evacuation plan including escape routes, exits, and a designated assembly point.

On hearing the alarm:

- Staff guide pupils calmly to exits.
- Registers are taken at the assembly point.
- Health & Safety Lead confirms all are accounted for.
- No re-entry until authorised.

Evacuation procedures are displayed throughout the premises.

10. Fire Drills and Familiarisation

Fire drills are conducted at least once per term.

Drills include support for pupils with individual needs and the use of PEEPs where required.

All drills are recorded and reviewed for improvement.

11. Training and Awareness

- All staff receive fire safety training on induction and annual refreshers.
- Training includes prevention, evacuation procedures, roles, and reporting.
- Records are maintained by the Health & Safety Lead.

12. Reporting, Recording and Monitoring

All fire-related incidents, near misses, false alarms, and safety concerns are reported immediately and recorded in the fire safety log.

The Health and Safety Lead investigate incidents to identify causes and implement corrective actions.

Serious incidents are reported in accordance with legal requirements.

Fire safety arrangements and records are monitored regularly to ensure ongoing compliance.

13. Provision In Public or Shared Premises

Where Swift Learning delivers provision in public buildings or shared premises, the organisation ensures that the host premises have appropriate fire safety management policies and evacuation procedures in place.

Fire safety arrangements are reviewed prior to use of such premises and incorporated into Swift Learning's risk assessments and operational planning.

Staff and pupils are briefed on local evacuation procedures and assembly points.

14. Policy Review and Continuous Improvement

This Fire Safety Policy is reviewed at least annually or sooner if there are significant changes to legislation, premises, or operational practices.

Lessons learned from fire drills, incidents, and audits are incorporated promptly to improve fire safety standards.

The policy is communicated to all staff and made available to relevant stakeholders.

Date of Policy Approval: 01.09.2025

Next Review Date: 01.09.2026

Appendix A: Personal Emergency Evacuation Plan (PEEP) Template

Name of Individual: _____

Date of Birth: _____

Role/Relationship: (Pupil/Staff/Visitor) _____

Assessment Date: _____

Review Date: _____

1. Mobility and Assistance Needs:

Describe any mobility challenges or physical support required:

2. Communication Needs:

Does the individual have any communication difficulties?

3. Specific Risks Identified:

List any specific risks during evacuation (e.g., anxiety, behavioural needs, sensory sensitivities):

4. Evacuation Procedure:

Outline the step-by-step procedure to assist the individual during an emergency evacuation:

5. Equipment or Aids Required:

List any equipment needed (e.g., wheelchair, evacuation chair, communication aid):

6. Responsible Staff:

Name(s) of staff responsible for assisting during evacuation:

7. Assembly Point:

Specify the designated safe assembly point for the individual:

8. Additional Notes/Comments:

Plan Agreed By:

Name: _____

Signature: _____

Date: _____

