



Phoenix ND Education Ltd Fire Safety Policy

Policy written:	May 2025
Policy review date:	May 2026
Signed by Director:	<i>E. Barnett</i>

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by directors	Date implemented
May 2025	Eloise Barnett	Full policy and procedure review	29/05/2025	29/05/2025

1. Policy Statement

Phoenix ND Education Ltd is committed to maintaining a safe and supportive learning environment for all learners, staff, visitors, and contractors. We recognise our legal and moral responsibilities to safeguard all individuals from the risks associated with fire. This policy outlines our proactive approach to fire safety in accordance with the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work etc. Act 1974, and the Department for Education's guidance on health and safety in schools (2022).

2. Aims and Objectives

Our core aim is to prevent fire-related incidents and to protect life through effective prevention, training, and emergency preparedness. We will achieve this through the following objectives:

- **Compliance** with all current fire safety legislation and guidance applicable to educational settings.
 - **Identification and control of fire risks** through regular fire risk assessments and inspections.
 - **Clear communication** of fire safety responsibilities to all staff, learners, volunteers, and visitors.
 - **Compulsory fire safety training** for all employees and induction briefings for all new staff and volunteers.
 - **Regular fire drills** conducted termly to ensure safe and efficient evacuation.
 - **Maintenance** of all fire alarms, emergency lighting, and firefighting equipment by qualified professionals.
 - **Clear evacuation procedures** tailored to the needs of all building users, including those with additional needs.
 - **Promotion of a culture of safety** through ongoing education and awareness.
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3. Responsibilities

Proprietors and Senior Leadership

The ultimate responsibility for fire safety rests with the Senior Leadership Team and Directors. They ensure that Phoenix ND Education Ltd meets all its statutory fire safety obligations.

Designated Fire Safety Lead

The Designated Fire Safety Lead, Nik Warner, is responsible for:

- Overseeing fire safety procedures.
- Ensuring the completion and review of the Fire Risk Assessment.
- Coordinating fire drills and staff training.

- Liaising with external fire safety professionals and emergency services.

All Staff

All Phoenix ND Education Ltd employees are responsible for and have a legal duty in respect of fire safety in accordance with the RRFSO - Regulatory Reform (Fire Safety) Order 2005, and their more general obligations under the Health and Safety at Work Act. All staff are personally responsible for complying with local fire safety arrangements and instructions and in particular must:

- Take reasonable care of their own health and safety (including that which relates to fire safety) and ensure that the health and safety of others is not affected by their acts or omissions.
- Cooperate with all aspects of health, safety and welfare (including that which relates to fire safety) as prescribed within Company policies; procedures and guidance documents and as instructed by managers.
- Report to their manager any instances where correct fire safety procedures are not being followed or the appropriate standards are not being maintained e.g. fire doors wedged open; escape routes blocked by furniture or accumulation of rubbish, hazardous or flammable materials adjacent to escape routes, faulty electrical equipment and gas appliances.
- Undertake mandatory fire safety training upon induction and thereafter at intervals specified by the Fire Safety Manager (including following any significant changes to location, building, tasks, activities and processes).
- Ensure good housekeeping and limit the amount of fire loading materials in their area of work.
- Visually check all electrical equipment or appliances prior to use. Any equipment found to be defective must be removed from service, labelled to identify that it must not be used and reported to the relevant Line Manager.
- Report to their Line Manager any issues which may require the need for assistance during an emergency evacuation e.g. mobility, hearing or sight impairment.
- Refrain from intentionally misusing or recklessly interfering with anything that has been specifically provided for fire safety purposes.

Visitors and Contractors

Visitors and contractors must sign in on arrival and will receive relevant fire safety information. They must follow all fire safety procedures and cooperate with staff during emergencies.

4. Fire Risk Management

We are committed to identifying and minimising risks through:

- **Regular Fire Risk Assessments**, updated annually or following significant changes.
 - **Daily site checks** and ongoing hazard reporting.
 - **Safe storage of flammable materials** and removal of combustible waste.
 - **Maintenance and servicing** of fire detection and suppression systems.
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5. Fire Detection, Warning, and Escape

We ensure:

- A **fully functioning fire alarm system**, tested weekly.
 - Clearly signed and unobstructed **escape routes and exits**.
 - Emergency lighting in corridors and stairwells.
 - **Fire exit doors** that are always accessible and never blocked.
 - Personal Emergency Evacuation Plans (PEEPs) for any individual requiring additional support.
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6. Fire Marshals

Fire Marshals will be appointed and trained as per the findings of each individual Fire Risk Assessment and will primarily be responsible for the following:

- In the event of a fire alarm undertaking a sweep of a designated area (if safe to do so). During this sweep they will check that all areas are clear of all persons; direct and instruct occupants to fire exits and the fire assembly point; pass on any significant information to the Emergency Coordinator; maintain good order at the fire assembly and following instructions given by the Emergency Co-ordinator or emergency services in attendance.

Due to the fluid nature of business operations throughout each working day it is essential to note that a designated and appointed Fire Marshal may not always be on site (unless specifically stated with the local Fire Risk Assessment) during a fire related incident and therefore, in line with Health and Safety Induction Training, all staff must take responsibility for learners, colleagues, contactors and visitors under their direct control by:

- Conducting a sweep of their immediate work area and alerting others of the need to evacuate immediately
- Direct/instruct all persons under their direct control to the nearest emergency exit and the fire assembly point
- Maintain good order and control of persons under their direct control at the fire assembly point

- Only allow re-entry to a building upon authorisation from the Emergency Coordinator.
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7. Fire Evacuation Procedure

If a fire is discovered:

1. Raise the alarm immediately by activating the nearest fire call point and shouting **"FIRE"**.
 2. Staff must ensure learners evacuate calmly and safely via the nearest exit.
 3. Do **not** attempt to collect belongings or re-enter the building.
 4. Staff must check their designated areas (if safe) and close doors behind them.
 5. The Fire Officer or delegated staff member will collect the signing-in/out register and visitor log.
 6. Everyone must proceed to the designated **Assembly Point**.
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8. Roll Call and Emergency Coordination

- Teaching staff will conduct a roll call and inform the emergency services of any missing persons.
- The Fire Marshal will liaise with the emergency services upon arrival.

Re-entry to the building is only permitted once confirmed safe by the attending Fire Officer.

9. Fire Drills

- Conducted **once per term** for each site.
 - Logged and reviewed to ensure effectiveness.
 - Any areas for improvement will be addressed with follow-up actions.
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10. Fire Safety Training

All staff, including part-time and volunteers, receive:

- Fire safety awareness training during induction.
 - Annual refresher training on evacuation and extinguisher use (where applicable).
 - Training updates following significant changes to the building or procedures.
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11. Monitoring and Review

- This policy will be reviewed **annually** or in response to changes in legislation, guidance, or incidents.
- Fire safety records (drills, equipment checks, training logs) are retained for inspection and compliance monitoring.

For advice or to report a fire risk, contact the Alternative Provision Manager, Nik Warner immediately.