

TITLE: Fire Safety Policy	REF: GOV050	VERSION: 1
APPROVAL BODY: Policy Committee	DATE: 29.05.19	REVIEW DATE: 28.05.20
LEAD PERSON: Group Health and Safety Officer		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. 29.05.19	Policy Committee	New Policy

## Fire Evacuation Policy

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness and transformation. We work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

### Policy Statement

This policy sets out expectations regarding Activate Learning Education Trust (ALET) schools' responsibilities for their premises and emergency procedures in relation to fire.

### This Fire Evacuation policy is linked to:

- Risk Assessment Policy
- Incident and Accident Reporting Policy
- Examination Contingency Plan

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### 1. Aims

This policy aims to ensure that ALET schools have a reduced risk of the outbreak of fire and that schools correctly determine the precautions needed to protect occupants and enable a safe means of escape if a fire occurred.

Furthermore, ALET Schools follow and practise procedures for safe evacuation and will:

- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire
- Ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances

## 2. Legislation and statutory requirements

- The Regulatory Reform Fire Safety Order 2005, article 9

## 3. Responsibilities

### **The Trust Board**

The Trust board and their policy committee are responsible for monitoring this Fire Evacuation policy's effectiveness and holding the trust leadership group to account for its implementation.

### **ALET's Leadership Group**

The leadership group are responsible for ensuring this policy is adhered to and applied consistently.

### **The ALET Health and Safety Officer**

Will train and quality assure the work of a locally appointed 'responsible person' for fire safety.

## 4. Procedures and Related Documents

Each school will operate according to local procedures and related documents including:

- Ensuring that procedures are in place to reduce the likelihood of fire
  - Maintain fire detection and alarm systems
  - Ensure staff and pupils are familiar with emergency evacuation procedures
- Under the guidance of the ALET Health and Safety Officer, the leadership group will appoint a local responsible person in each school to conduct risk assessment and liaise with relevant colleagues accordingly.

The responsible person is required to:

- Carry out a fire risk assessment of the premises and review it regularly
- Tell staff or their representatives about the risks identified
- Put in place, and maintain, appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training