

TITLE: Fire Safety Policy	REF: GOV050	VERSION: 1
APPROVAL BODY: Policy Committee	DATE: 23.02.26	REVIEW DATE: 22.02.30
LEAD PERSON: Group Health and Safety Officer		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. 29.05.19	Policy Committee	New Policy
2. 23.02.26	Executive Team	Review and updated

## 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, staff, students, 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
- Health & Safety Policy
- Fire Safety Procedures

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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 regularly practice safe evacuation procedures and will:

- Consider the presence of any dangerous substances (flammables) and the risk this presents to individuals on site
- Ensure that the premises and any equipment provided in connection with fire detection and evacuation are inspected, serviced, and maintained by a competent person regularly.

- Establish a suitable means of contacting the Emergency Services and provide them with 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 are responsible for monitoring this Fire Evacuation Policy, its effectiveness and holding the Trust Leaders to account for its implementation.

### **Headteacher**

The Headteachers are responsible for ensuring that this Policy is adhered to and applied consistently throughout their school site.

### **The ALET Health and Safety Consultant**

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
- Inspect, service and maintain fire detection and alarm systems
- Ensure staff and pupils are familiar with the Emergency Evacuation Procedures and that Personal Evacuation Plans (PEEP) for any individual with additional needs
- Under the guidance of the ALET Health and Safety Consultant, the Headteacher will appoint a local Responsible Person in each school to conduct a Risk Assessment and liaise with relevant colleagues accordingly
- The Health & Safety Consultant is required to carry out a Fire Risk Assessment of the premises and review at least, annually
- In addition, the Health & Safety Consultant will communicate with the school's Responsible Person fire safety instruction and training
- The Responsible Person is required to communicate emergency plans to all school users, liaising with the Headteacher and Health & Safety Consultant to ensure appropriate fire safety measures are in place