



Fire Safety Policy

Aims

This policy defines the nature and purpose of Fire Safety procedures and arrangements across all education sites owned or operated by the Amegreen Children Services, Stable Futures.

1. Legislation and statutory requirements

This policy is based on the following advice/legislation:

- The Health and Safety at Work act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Construction, Design & Management Regulations 2015
- Management (Health and Safety at work) Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations (amended) 2002
- The Education (Independent School Standards) Regulations 2014
- The School Premises (England) Regulations 2012
- The Children's Home Regulations (England) 2015

2. Scope

This policy affects all people who use our services, employees, volunteers, contractors and visitors to Amegreen Children's Service - owned or operated premises.

Amegreen Children's Services is committed to taking all reasonably practicable steps to protect our employees, residents, children, young people, visitors, contractors and local residents, near to our premises, from the impacts and effects of fire.

A Fire Risk Assessment will be carried out or reviewed annually by a competent person, in accordance with the Regulatory Reform (Fire Safety) Order 2005.

In doing so, we will concentrate on fire prevention and management measures designed to eliminate or reduce fire hazards in our premises, thereby reducing the likelihood of a fire occurring and the impacts of any fire, should one occur.

It is recognised that the possibility of fire incidents can never be totally removed. We will ensure that we are vigilant and have suitable fire protection measures in place, to ensure all occupiers of our



buildings have sufficient time to safely evacuate the premises and sufficient protective measures to keep them safe in the event of a fire or evacuation.

Amegreen Children Services, Stable Futures will take all practical steps to ensure that our Senior Leadership Teams are provided with the necessary support to effectively manage fire safety. All staff will receive training, instruction and information necessary to fulfil their fire safety duties and responsibilities.

We will endeavour to ensure that fire hazards in our buildings are eliminated, if possible, reduced or controlled, and overall to be at a level no greater than would normally be expected. In addition, we will strive to ensure that the risks to life or health, from a fire, are reduced to the lowest level reasonably practicable and maintained.

We expect all employees to contribute and comply with our fire safety procedures. Our employees must ensure, so far as reasonably practicable, that they take care of their own safety, their colleagues' safety and the safety of anyone affected by their actions or inactions. All employees are not to interfere with or misuse any installation or equipment provided in the interests of fire safety.

Fire safety is of paramount importance and, as a minimum, our aim is to comply with applicable legislative requirements, any associated guidelines and Approved Codes of Practice.

Fire risks are to be identified, as an example but not limited to:

- The work activity.
- The curriculum activity.
- Materials used and stored.
- Sources of ignition e.g. flames and sparks from hot work, electrical equipment, portable heaters.
- Furnishings and fittings etc.

Eliminate or reduce the scale of the fire risks and provide additional control measures as required as part of a plan of improvements by:

- Substituting highly flammable materials with less flammable substances.
- Reducing amounts of combustible materials.
- Improving housekeeping.
- Minimising sources of ignition.
- Control of hot work by a permitted hot work system.
- Cleaning and equipment maintenance systems.
- Enforcement of no smoking anywhere on the premises.
- Improving fire alarm and emergency egress arrangements, e.g., shorter travel routes, better fire resistance, construction, etc.



- Providing emergency lighting internally and externally to allow safe access to assembly points, etc.
- Identify any person i.e. staff and others especially at risk e.g. vulnerable people, visitors and contractors.

3. Roles and responsibilities

The Site Lead will:

Ensure all relevant fire safety information is communicated to all staff, young people, visitors and contractors.

Have responsibilities for implementing the fire safety policy.

Ensure the Senior Leadership Teams work together to plan and organise safe systems of work, maintain records and regularly review fire safety precautions and performance, in line with our commitment to compliance with fire safety legislation.

Staff will:

All employees will complete fire safety awareness training during their induction period.

All employees are to follow the fire safety rules within this policy and related documents.

All employees will record updated skills and learning from induction logs to ongoing CPD during their performance management.

All employees will familiarise themselves with children's personal evacuation plans (if applicable) and follow these in the event of an evacuation.

Fire Precautions:

It is the duty of every employee to make themselves familiar with these instructions and to follow them in the event of fire.

Visitors and Contractors are provided with information about what to do in the event of a fire when they sign in.

The person who discovers a fire must raise the alarm immediately by the most appropriate means, such as calling out Fire across the horse yard. Adults will liaise with the emergency services when they arrive and take advice from them.

The Manager/Centre Lead and designated Fire Warden are responsible for ensuring that firefighting equipment is checked annually by the approved contractors, that the fire alarm system is checked and tested weekly, that fire drills take place monthly and a log detailing; date, time of the drill, length of evacuation time and any points for action arising from the drill are kept, that emergency lighting is



checked monthly. Manager/Centre Lead and Fire Warden is also responsible as the competent person for carrying out and having oversight of the Fire Plan for the premises.

An approved contractor is responsible for conducting the annual test of firefighting equipment and yearly inspections of fire extinguishers. A 3-hour test of emergency lighting is carried out annually. (RES).

All equipment is PAT tested in line with current legislation. PAT testing is only carried out by qualified professional. PAT testing is undertaken on an annual basis.

All adults must use equipment in accordance with operating instructions given. Any fault, damage to or concern about any equipment or its use must immediately be reported to the Centre Manager.

Adults must also ensure that electrical equipment is not interfered with and that any damage is immediately reported. No adult should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment, or failure to use it as directed may result in action under our Disciplinary Procedure (See Amegreen Employee Handbook).

The Centre Manager and the Health and Safety representative will perform weekly Full checks of the site to ensure that systems are in place and working, lessening any safety concerns.

Regular fire evacuations are to take place, particularly in the event of new staff members or new children. These should be recorded on Clearcare.

Date policy has been reviewed: 31/01/2026

Next review date: 31/01/2027