

FIRE SAFETY POLICY

1. Statement of Intent

Leamington LAMP is fully committed to ensuring the health, safety, and welfare of all students, staff, visitors, volunteers, and contractors in relation to fire safety.

The organisation aims to:

- Prevent fire incidents wherever reasonably practicable.
- Ensure the safe evacuation of all building occupants in an emergency.
- Minimise risk to life through effective planning, training, and maintenance.
- Comply fully with the Regulatory Reform (Fire Safety) Order 2005.
- Maintain and continuously improve fire safety systems and procedures.

Fire safety is regarded as a shared responsibility and applies at all times the building is in use.

2. Legal Responsibilities

The “Responsible Person” (as defined under fire safety legislation) holds overall legal accountability for fire safety compliance.

Their duties include:

- Ensuring a **suitable and sufficient Fire Risk Assessment (FRA)** is completed.
- Reviewing the FRA at least **annually**, or sooner if:

- The building layout changes
 - Occupancy levels change significantly
 - A fire incident or near miss occurs
- Ensuring appropriate fire safety measures are implemented and maintained.
- Ensuring adequate staff training, instruction, and supervision.
- Maintaining accurate fire safety records including:
 - Alarm tests
 - Fire drills
 - Maintenance certificates
 - Training logs

Where external contractors are used, the Responsible Person must ensure competence and compliance.

3. Roles and Responsibilities

Responsible Person: Timothy Ellis

- Overall accountability for fire safety compliance.
- Ensures policies, systems, and procedures are implemented.
- Ensures adequate resources are available for fire safety.

Fire Safety Coordinator: Florence Ellis

- Manages day-to-day fire safety arrangements.
- Maintains fire logbook and records.
- Coordinates fire drills and alarm testing.
- Liaises with external fire safety contractors.

Fire Wardens / Marshals: see posters

- Support safe and orderly evacuation.
- Check designated areas (where safe to do so).
- Ensure all occupants are directed to assembly points.
- Report missing persons or hazards immediately.

Staff

- Take responsibility for the safe evacuation of students and visitors in their care.
- Familiarise themselves with escape routes and procedures.
- Maintain awareness of fire hazards in their work area.
- Report any defects or concerns immediately.

Students

- Follow instructions from staff during evacuation.
 - Not attempt to re-enter the building once evacuated.
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4. Fire Risk Assessment

A comprehensive Fire Risk Assessment (FRA) is carried out by a competent person and covers:

- Identification of fire hazards (electrical, storage, cooking, arson risks).
- Identification of persons at risk, including vulnerable individuals.
- Evaluation of existing control measures.
- Recommendations for risk reduction.

The FRA is:

- Reviewed annually as a minimum.
- Updated following building alterations or incidents.

- Communicated to relevant staff.

All identified actions are assigned, tracked, and completed in a timely manner.

5. Personal Emergency Evacuation Plans (PEEPs)

PEEPs are developed for individuals who may require assistance during evacuation.

These plans:

- Are personalised and regularly reviewed.
- Identify required assistance, routes, and responsibilities.
- Are shared with relevant staff on a need-to-know basis.
- Are tested where practicable during drills.

Examples include individuals with mobility, sensory, or cognitive impairments.

6. Fire Prevention Measures

The organisation implements proactive measures to reduce fire risk, including:

- **No smoking policy** across all premises.
- Safe storage of flammable materials in designated areas.
- Regular electrical inspections and PAT testing.
- Prohibition of unauthorised electrical equipment.
- Good housekeeping to prevent build-up of combustible waste.
- Risk assessments for higher-risk activities (e.g., cooking, workshops).
- Clear control of ignition sources (heaters, chargers, equipment use).

All staff are responsible for maintaining safe working environments.

7. Fire Detection and Warning Systems

The building is equipped with an automatic fire detection and alarm system designed to provide early warning.

Procedures include:

- Weekly testing of the fire alarm system at a consistent time.
- Immediate reporting and repair of faults.
- Full servicing by a competent contractor at least annually.
- Audible and visual alarms appropriate to occupancy needs.

Any activation of the fire alarm must be treated as a real emergency unless confirmed otherwise.

8. Fire Fighting Equipment

Fire extinguishers and fire blankets are installed at designated points throughout the building.

Key requirements:

- Equipment is clearly signposted and accessible.
- Serviced annually by certified professionals.
- Staff are trained to understand basic use (PASS method awareness where appropriate).
- **Evacuation always takes priority over firefighting.**
- Staff must not attempt to tackle fires unless they are trained and it is safe to do so.

9. Emergency Evacuation Procedures (see site-specific procedures)

If you discover a fire:

- Activate the nearest fire alarm call point immediately.

- Leave the building by the nearest safe exit.
- Do not attempt to collect belongings.
- Call emergency services (999) if safe to do so.
- Report location and details of fire if known.

On hearing the fire alarm:

- Evacuate immediately and calmly.
- Follow designated escape routes.
- Assist visitors or vulnerable persons where safe.
- Proceed directly to the designated assembly point.
- Do not re-enter the building until instructed by the Fire Service or senior staff.

10. Safeguarding During Evacuation

Safeguarding remains a priority during evacuation.

Procedures include:

- Staff maintaining supervision of assigned groups.
- Registers or headcounts completed at assembly points.
- Immediate reporting of missing persons to the Fire Safety Coordinator or senior lead.
- Clear communication between staff to confirm safe evacuation.

No individual should re-enter the building to search for missing persons.

11. Fire Drills

Fire drills are conducted:

- At least **once every half-term** (or more frequently if required).

- At varying times to test preparedness.
- Without prior warning where appropriate.

Each drill is:

- Recorded in the Fire Logbook.
- Evaluated for effectiveness (evacuation time, issues, compliance).
- Followed by corrective actions where needed.

12. Training

All staff receive fire safety training that includes:

- Induction training upon commencement of employment.
- Annual refresher training.
- Instruction on evacuation procedures and responsibilities.
- Awareness of fire hazards and prevention measures.
- Role-specific training for Fire Wardens.

Training records are maintained and reviewed regularly.

13. Maintenance and Testing

A planned maintenance schedule ensures all fire safety systems remain operational:

- **Weekly:** Fire alarm testing.
- **Monthly:** Emergency lighting checks.
- **Monthly:** Visual inspections of extinguishers and signage.
- **Annually:** Full servicing of fire alarms, emergency lighting, and extinguishers.

All maintenance is carried out by competent, qualified people.

14. Visitors and Contractors

All visitors and contractors must comply with fire safety procedures.

Requirements include:

- Signing in and receiving fire safety instructions.
- Awareness of evacuation routes and assembly points.
- Supervision where necessary while on site.
- Contractors must provide evidence of risk assessments and method statements where applicable.
- High-risk works (e.g., hot works) require additional permits and controls.

15. Out of Hours and Events

Fire safety procedures apply at all times, including evenings, weekends, and special events.

For events:

- A designated competent person is responsible for fire safety arrangements.
- Maximum occupancy limits must not be exceeded.
- Additional Fire Wardens may be required depending on attendance.
- Emergency exits must remain clearly marked and unobstructed.
- Temporary equipment must not compromise evacuation routes.

16. Monitoring and Review

This policy is reviewed:

- At least annually.

- Following any fire incident or near miss.
- After significant changes to the building, occupancy, or operations.
- In response to changes in legislation or best practice.

The review process ensures ongoing suitability, effectiveness, and compliance.

Reviewed by: Florence Ellis

Date reviewed: Feb 2026

Date of next review: Feb 2027 (if not sooner)