

Illuminate You, Learning for Life Lodge

Fire Risk Policy

1. Introduction

Illuminate You, Learning for Life Lodge is committed to ensuring the safety of all students, staff, and visitors by implementing robust fire safety measures. This policy outlines our approach to fire prevention, risk assessment, and emergency procedures in compliance with [The Regulatory Reform \(Fire Safety\) Order 2005](#) and other relevant legislation.

2. Objectives

- To prevent the outbreak of fire through effective risk management.
- To protect students, staff, and visitors by implementing clear fire safety procedures.
- To ensure all staff and students are aware of fire evacuation procedures.
- To comply with statutory fire safety regulations and guidelines.

3. Fire Risk Assessment

- A **Fire Risk Assessment (FRA)** is conducted annually and reviewed regularly.
- The assessment identifies potential fire hazards, evaluates risks, and recommends controls.
- Any necessary corrective actions are taken promptly to mitigate risks.

4. Fire Prevention Measures

- Regular inspections and maintenance of electrical equipment.
- Safe storage of flammable materials and proper waste disposal.

- Fire doors must be kept closed and unobstructed at all times.
- No smoking is permitted on school premises.
- Fire alarms and detection systems are tested regularly.

5. Fire Safety Equipment

- The school is equipped with fire extinguishers, fire blankets, and smoke detectors.
- Fire safety equipment is checked and maintained by a qualified contractor.
- Fire exits and escape routes are clearly marked and kept unobstructed.

6. Fire Evacuation Procedure

- In the event of a fire alarm, all occupants must evacuate immediately following designated escape routes.
- **Fire Wardens** are responsible for assisting in the evacuation and checking designated areas.
- Students and staff must gather at the designated assembly point for a roll call.
- The Fire Brigade is contacted immediately.
- No one may re-enter the building until declared safe by the Fire Officer.

7. Staff Training

- All staff receive fire safety and evacuation training annually.
- Fire Wardens receive additional training in fire risk management and extinguisher use.
- Fire drills are conducted **at least once per term** to ensure preparedness.

As an employee it is your responsibility to take reasonable care for the safety of yourself and other persons who may be affected by your acts or omissions. In relation to fire safety it is important that you co-operate with your manager in all general fire precautions provided for your safety and the safety of others in accordance with current legislation.

In particular you should ensure you are familiar with the following:

- Fire hazards applicable to your workplace
- Action to be taken on hearing the fire alarm
- Raising the alarm, the location and operation of alarm points
- Correct method of calling the Fire and Rescue Service
- Location and use of fire fighting equipment
- Knowledge of escape routes
- Appreciation of the importance of fire doors and of the need to close all doors at the time of fire

8. Responsibilities

- **Responsible Person:** Ensures compliance with fire safety legislation and oversees fire risk assessments.
- **Fire Wardens:** Assist in evacuations, conduct checks, and report hazards.
- **All Staff and Students:** Follow fire safety guidelines, report hazards, and participate in fire drills.

Fire Risk

Identified Hazards	Risk	Rag Rating	People at risk	Existing control measures in operation	Additional preventative or control measures required	Action taken by?	Action taken by when?	Date when completed
Vandalism and possible arson attacks	Illness Injury Infection Death	Medium	Young Person's Personnel Visitors Contractors	- Security fencing - All repairs immediately undertaken - Annual building plan in place - Staff to report any damage or ill repair	- Continuous overseeing and monitoring by personnel - Personnel required to report any problems immediately - Young Persons are taught and	SLT / ALL STAFF	DAILY	ONGOING

Poor location of refuse / recycling bins	Illness Injury Infection Death	Low	Young Person's Personnel Visitors Contractors	- All bins located well away from buildings - Bins regularly emptied to prevent build-up of combustible waste - Bins chained and secure	- reminded of health and safety code. - Health and Safety Handbook - Health and Safety policy - Medical and First Aid policy	SLT / ALL STAFF	WEEKLY	Yearly review
Lack of litter bin maintenance	Illness Injury Infection Death	Low	Young Person's Personnel Visitors Contractors	Litter bins emptied daily with waste disposed of weekly		SLT / ALL STAFF	DAILY	ONGOING
Electrical equipment in need of	Illness Injury	Low	Young Person's Personnel Visitors	Electrical equipment annually PAT tested		SLT / ALL STAFF	YEARLY PAT TESTING	ONGOING / FAULT

maintenance	Infection Death		Contractors	Faulty equipment either repaired or replaced	- Call points are placed with our cohort in mind. - This is to reduce false alarms. - Call points have been strategically placed to ensure safety as well as good practice. - Within the school environment staff carry either walkie talkies or have access to instant communications to raise the alarm in case of a fire.			FINDING
Lack of inspections	Illness Injury Infection Death	Medium	Young Person's Personnel Visitors Contractors	- Electrical equipment checked before use - Weekly checks in place		SLT / ALL STAFF	EVERY USAGE	ONGOING
Alarm system poorly maintained	Illness Injury Infection Death	Medium	Young Person's Personnel Visitors Contractors	- Alarm system in place in all buildings - Weekly tested and annually and 12/6 monthly inspections take place to ensure it is maintained		SLT / ALL STAFF	WEEKLY REPORTING AND DOCUMENTATION	ONGOING

				dependent on the property usage.				
Fire exits	Illness Injury Infection Death	Medium	Young Person's Personnel Visitors Contractors	- Fire exits and fire doors checked each day for obstructions - Young person's are to be reminded not to place equipment in the way. - Smash glass box to be inspected where in place. - Gate / door codes to be given to all		SLT / ALL STAFF	DAILY	ONGOING

				staff through staff group chat.				
Lack of warning signs	Illness Injury Infection Death	Medium	Young Person's Personnel Visitors Contractors	- Warning signs will be in place where required for: ➤ fire exits ➤ fire equipment ➤ fire alarms - Reporting when a young person remove signage or destroy it.		SLT / ALL STAFF	DAILY	ONGOING
Lack of evacuation training	Illness Injury Infection	Low	Young Person's Personnel Visitors Contractors	Personnel and visitors undertake training or be notified of		SLT / ALL STAFF	Bi monthly	ONGOING

	Death			any concerns or protocols. Young person's are to understand the importance of following the evacuation process and to remember the conduct code.				
Lack of fire equipment	Illness Injury Infection Death	Low	Young Person's Personnel Visitors Contractors	- Fire equipment in place and conforms with current regulations - Personnel trained in fire safety	Equipment is checked and all damage reported.	SLT / ALL STAFF	DAILY	ONGOING

Lack of maintenance	Illness Injury Infection Death	Low	Young Person's Personnel Visitors Contractors	Fire equipment checked daily and annually maintained by specialist company	External companies are to monitor and inspect the fire systems in all properties.	SLT / ALL STAFF	DAILY INSPECTIONS	ONGOING
School kitchen cooking procedures in need of review	Illness Injury Infection Death	Medium	Young Person's Personnel Visitors Contractors	Procedures in place to ensure to prevent to prevent fire from naked flames and electrical equipment	All utensils checked prior to usage.	SLT / ALL STAFF	DAILY	ONGOING
Lighting	Injury Death	Medium	Young Person's Personnel Visitors Contractors	External lighting is supplied for all properties and is checked during	Product data in fire file Will fully illuminate if there is a power failure.	All staff		

				maintenance inspections.		
Learning environment doors being open	Injury Death	Medium	Young Person's Personnel Visitors Contractors	- Fire doors maybe open to ensure safety of students during learning times. - Doors must be shut in the event of an emergency.	Due to the nature of our cohort personal safety is paramount as well of the safety of others. Personnel are to report any behaviour issues immediately.	All staff

Risk Assessment carried out by:	Natalie Masters
Date:	October 2024

