School:	**Haywards Farm, Northcroft and Juniper House Schools**
Policy:	**Fire Safety Policy**

This policy will be reviewed on an annual basis; however, should a need arise, it will be reviewed when required.

This policy will be read, understood, and signed by all staff yearly and when changes have been made in line with government and DfE guidelines and changes.

Document Control:

Policies linked to this policy are: Health and Safety Policy, First Aid and Administering Medication Policy and Risk Assessment Policy

Date of Last Review:	May 2026	**Version:**	V8
Implementation Date:	Jan 2023	**Review schedule:**	Annual
Type of policy:	Statutory	**Document Reference:**	Fire Safety Policy 2026-2027
Owner:	Amegreen Education	**Approval:**	Proprietors

Change History			
Amendment	**Date**	**Description**	**Change ID**
1	January 2023	Created and Implemented	LP
2	February 2023	Proprietor Approval	RR/GC/LP
3	July 2023	In readiness for school opening	RR/GC/LP
4	April 2024	V2 - After Fire Audit recommendations	RR/GC
5	July 2024	Yearly review	RR/GC
6	July 2025	Yearly review	AW
7	May 2026	Rebranding and reformatting	TWR
8	May 2026	Review following Fire at Northcroft School. Evacuation point updated	TWR
9	Sept 2026	Updated to include Juniper House School	AW / EC

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Aims

This policy defines the nature and purpose of Fire Safety procedures and arrangements across all education sites owned or operated by the Amegreen Education.

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
- Care Quality Commission (Registration) Regulations 2009

Scope

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

Amegreen Education 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 Education 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.

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:

- Employees given the role of fire marshal would require training specific to being a fire marshal in education.
- All employees will complete fire safety awareness training during their induction period. This is primarily provided through an eLearning package.
- 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.

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 Call Point activation. Adults will liaise with the emergency services when they arrive and take advice from them.

The of schools are responsible for ensuring that firefighting equipment is checked 6 monthly by the approved contractors, that the fire alarm system is checked and tested weekly by the nominated key team member, 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. The Head of School 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 6-monthly test of firefighting equipment and yearly inspections of fire extinguishers. A 3-hour test of emergency lighting is carried out annually. (RES).

The school has yearly checks undertaken for gas safety and five-yearly checks for electrical installations, with certificates held on file.

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 Head of School.

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 Employee Handbook).

The Head of School and the Health and Safety representative will perform daily checks of the site to ensure that systems are in place and working, lessening any safety concerns.

Half-termly audits are undertaken by the Quality Assurance Manager to support good systems of health and safety. A report is produced with actions and recommendations. The Health and Safety Committee convene each half term as a further measure to support safe practice.

Fire Procedure

The school appointed fire wardens will clear their zoned area of the school.

All young people and staff will congregate at the opposite side of the school within the parking bays.

- The administrator will allocate class registers to tutors who will take the class registers and ensure that children are accounted for.
- The senior leader will call 999.
- Teachers and admin staff will call parents and request them to be collected.

If the building is on fire and the students need to be evacuated further from the evacuation point.

- Haywards Farm – students and staff will evacuate to the Sports Fish Driveway / Car Park
- Northcroft School - students and staff will evacuate to Northcroft Park
- Juniper House – students and staff will evacuate to the Car Park

All staff during their induction and on a yearly basis will be shared the fire procedure.

Monitoring and Reviewing Arrangements

All of our policies are monitored and reviewed, by our subgroup committee members, in line with the policy review dates.