# OP21 – Fire Safety Policy

RISE Learning Zone.
Balloon Woods,
Coventry Lane,
Bramcote,
Nottingham.
NG9 3GJ

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**Full Policy Sign Off**

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| Signed |  |
| Printed | Kirsty Sander |
| Position | Director |
| Dated | 10.2026 |

Last review: 10.2026

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**Fire Safety Policy**

## 1. Policy Scope

The aim of this policy is to state how Rise Learning Zone deals with the requirements of the law regarding fire precautions and prevention, and the arrangements by which this is brought about.

To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.

To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.

To have a means by which fire and rescue services required to enter the building during a fire, can quickly, safely and accurately navigate their way around and be fully informed of any persons not accounted for in the evacuation.

Our primary objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Rise Learning Zone are designed to help our community to respond calmly and effectively if fire breaks out in one of our buildings.

In order to do so we will comply with the appropriate legislation in compiling an Emergency Plan from a structured and systematic Fire Risk Assessment of our workplace by:

• Identifying the fire hazards

• Identifying who is at risk from each fire hazard

• Evaluating if existing control measures reduce risk to adequate levels

• Determining what additional measures are required, in particular; Means of escape / Means of detection and giving warning in case of fire / Means of fighting the fire / Planning, Training and Maintenance

## 2. Legal Framework (updated)

The school complies with the Regulatory Reform (Fire Safety) Order 2005 (as amended), including changes made by Section 156 of the Building Safety Act 2022 (in force from 1 October 2023).

Where applicable, we have regard to the Fire Safety (England) Regulations 2022 (in force from 23 January 2023) for premises within scope (mainly highrise residential). Educational premises are primarily governed by the Fire Safety Order.

Relevant British Standards we follow include:

- BS 58391 (fire detection and alarm),
- BS 5266 (emergency lighting),
- BS 53063:2017 (commissioning/maintenance of portable extinguishers)
- BS 53068:2023 (selection/positioning of portable extinguishers).
- BS 8674:2025 – Framework for Competence of Individual Fire Risk Assessors

## 3. Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative controls carried out by a fire consultant annually. This consultant shall be selected based on having the correct competencies as outlined in the new BS 8674:2025 – Framework for Competence of Individual Fire Risk Assessors
- Clearly defined Fire Evacuation Procedures tailored to the site to be maintained and kept up to date. Ensuring all persons with responsibilities clearly understand their duties.
- A reporting system that enables any staff member to raise any concerns regarding the current fire precaution arrangements.

- Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it. Serviced annually in accordance with relevant standards, e.g. BS5306/part3 for extinguishers.
- Fire detection systems are appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke. 100% of devices are tested annually.
- A fire alarm system by which the entire organisation can be alerted to the outbreak of any fire, with appropriate call points at each exit point.
- Signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire.
- Warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked.
- A system of regular in-house testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner.
- A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc.
- A system of monthly testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power; battery run function 1hr test every 6 months and 3hr function test annually.
- A system of carrying out fire drills every academic term involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety.
- A system of reporting on and reviewing fire drills to ensure the detailed instructions in the Rise Learning Zone's Fire Evacuation Procedure remain relevant and accurate.
- A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher.
- Rise has a no smoking policy on the premises to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking.
- A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults is carried out annually by an approved appointed contractor.
- Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches is undertaken every 5 years and whenever a new installation is added.
- A system of waste management minimises the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises waste receptacles are kept in a designated locked store to prevent arson to the building.
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable. Flammable gas bottles are to be stored in the flammable gas cage. Inert gas bottles must be appropriately stored. There is no unnecessary storage of gas bottles.
- A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide by using the school visitor book & fire register kept in reception.
- An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide. Fire tours showing them escape routes and final exit doors.
- The provision and updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations etc. are included.
- Annual record of gas appliance servicing, lightning conductors, gas shut off devices, kitchen extract servicing and deep clean, chimneys, private hydrants, dry risers, policy on inspection of metal fire escapes. Security locks on escape route, upholstered furniture.

- A recorded, sitespecific FRA identifies hazards, people at risk (including vulnerable persons), and proportionate controls. It is reviewed annually and after any significant change.

## 4. Employee Responsibilities

The School Administrator undertakes the role of School Fire Officer. They are the person responsible for Fire Safety at the Rise site.

All staff have the following responsibilities:

- Responsible Person (RP): The School Fire Officer (on behalf of the employer) ensures a suitable and sufficient fire risk assessment (FRA) is completed, recorded and kept up to date; implements and maintains precautions; and provides clear information to staff, contractors and visitors and accurate records are maintained for all fire related activities such as weekly checks and inspections and servicing. The RP is also responsible for ensuring all training is suitable and sufficient in relation to fire in a place of education.
- The RP is responsible for the appointment of competent contractors for any refurbishment work to be carried out on site and ensuring all materials used are compliant with the latest fire regulations for use in schools.
- Take responsibility for any pupils and students in their charge at the time of any fire or emergency and ensure they are safely guided out to the pre-designated assembly point.
- Fire Wardens/Marshals: support evacuation, sweep zones, check refuge points, and report to the assembly point controller.
- All staff **MUST** keep escape routes clear; do not wedge fire doors; report hazards and defects; supervise pupils and escort visitors during alarms; follow training; only use extinguishers if trained and it is safe to do so.

## 5. Fire Training and Prevention

All staff receive induction on local fire procedures and annual refresher appropriate to role. Fire drills take place at least once per term and at varying times; outcomes and evacuation times are recorded and actions tracked

Further information and guidance can be obtained from the School Fire Safety Officer.

- All staff will be trained in the basics of fire prevention and precautions either through the organisation's own internal training system or by arrangement through a competent external organisation. Annually, records will be kept by the School Fire Officer.
- All staff are made aware that their primary duty under health and safety legislation is the safe evacuation of themselves, pupils and other employees. They also have a duty to visitors, parent helpers and contractors.
- Specialist fire equipment is required in places such as laboratories and kitchens and staff who work in these areas are to be aware of the particular hazards which exist and receive additional training as required.
- Key staff, as identified by the School Fire Officer, will be trained in the use of fire extinguishers.
- Fire risk prevention is promoted through the following: a no smoking policy within the building; discouraging pupils from bringing lighters and matches to school; applying disciplinary measures in cases where pupils have been found smoking or using lighters/matches on site; ensuring all hazardous activities are risk assessed, and control measures put in place before the activity commences; ensuring there is a culture of safety awareness amongst the staff and pupils.

## 6. Practice of Fire Drills

Personal Emergency Evacuation Plans (PEEPs) are prepared and tested for staff and pupils who may need assistance; generic PEEPs are available for visitors and adapted as needed.

During alarms, staff lead pupils and visitors to the assembly point; roll calls are taken; no reentry until authorised.

- Emergency drills will be carried out at least once a term and, in particular, at the beginning of the academic year, so that all new teachers, non-teaching staff, parent helpers and pupils are aware of the procedures. It is suggested that an emergency drill is carried out in the first week of each term. When new members of staff arrive at school or when temporary or supply teachers and non-teaching staff are appointed, they should be instructed in the emergency procedure by those staff responsible for induction training.
- Induction Trainers should also conduct the new member(s) of staff around all exit routes. This should take place as soon as possible after their arrival at the school. During the "walkabout" all exits should be opened to ensure that they are available for use.
- The Fire Safety Officer, who will not normally inform other members of staff, will instigate emergency drills. However, the person who is responsible for calling the emergency services will always be aware that an emergency drill is to take place, and the alarm monitoring company should be asked to put the alarm in test mode for the duration of the test. This is so that the emergency services are not alerted unnecessarily. Emergency drills should be carried out at different times of the day so that pupils are aware of the different exit routes from the different parts of the school.
- The time taken to evacuate the building is recorded for all drills along with the “Total Evacuation Time", which is the time from the sounding of the alarm until all persons are accounted for. These times are evaluated following each drill and measures are taken to address the reasons for any delay.
- The Fire Log is completed following each evacuation. The "Action Taken or Required" column is used in conjunction with the school’s maintenance programme to record those faults which are discovered during the emergency drill, e.g. an individual bell not ringing at full volume. Alternatively, a full report of the drill together with any recommendation is kept with the Fire Log.

## 7. Evacuation Notices

Fire Evacuation Notices are strategically positioned to aid in an emergency evacuation. All notices are checked as part of any health and safety check. It is the responsibility of the School Fire Officer to install and maintain these notices.

## 8. Fire Fighting Equipment

Extinguishers are positioned so travel distance to any unit is typically ≤30 m for Class A risks (per BS 53068:2023).

CO2 should be available near electrical intake/distribution; cooking areas require Wet Chemical (Class F). Consideration is given to watermist where appropriate. Dry Powder is generally not recommended for indoor occupied areas due to visibility/respiratory effects—only used where specifically justified

Any faults should be reported to a Director so that extinguishers can be serviced immediately. Any maintenance required should only be carried out by a person who is qualified to British Approvals for Fire Equipment (BAFE) standards.

Each fire extinguisher is examined by competent school maintenance staff once a month to ensure that:

• it is in the correct position

• it is fully charged

• the accidental discharge mechanism is intact

• Appropriate fire extinguisher identification and usage signage is in place

**Colour Coding**

Rise meets BS EN3, Specification for Portable Fire Extinguishers, which

recommends that all fire extinguishers should be red with an additional colour coding

to indicate the extinguishing medium.

- Red = Water / Water mist
- Cream = Foam
- Blue = Dry Powder (not recommended in confined spaces)
- Black = Carbon Dioxide (CO2)
- Yellow = Wet Chemical

The table below describes the type of fire extinguisher required to deal with the various classes of fire

Portable fire-fighting equipment, where practicable, is securely fixed to a wall with the carrying handles approximately 1m from floor level. Persons who need to use a fire extinguisher do not have to travel more than 30m in any direction to locate one.

**Fire Blankets**

Fire blankets are used for smothering small fires, which involve cooking fat or other flammable liquids, and for smothering flames on people whose clothing has caught fire. Fire blankets are kept in suitable containers, which are fixed to the wall open end downwards. Blankets are positioned adjacent to the fire extinguishers in every kitchen, science laboratory, pottery area and assembly room.

**Buckets of Sand**

Buckets of sand, where in use, are recommended for use in laboratories, as they can be used to contain spillages of flammable or other heavy liquids, thus preventing the spread of fire. One bucket of sand is to be placed in the prep area for each laboratory.

Rubbish is not allowed to accumulate in these buckets.

## 9. Fire Alarm System

There are fire alarm detection systems installed throughout the schools' buildings. These have the facility to be manually operated by actuating a "Fire Call Point" situated in passageways and landings throughout the buildings.

In high-risk areas, such as the kitchens, as well as an automatic detection device actuated by either heat or smoke, there are also fire suppression systems.

This Control Panel is "Addressed" which will tell the Fire Service the location of the actuation (if possible, it is important if operating a manual call point to do so close to the fire).

Once operated, the fire alarm must only be reset by the Fire Service or qualified person.

The Fire Alarm will be sounded on a regular basis within one of the school buildings using a different manual call point each time. This will take place during school hours to familiarise building occupants with the sound of the alarm and will be done at a regular published time. These tests are recorded in the Fire Log test sheets along with any defects found or reported by staff or pupils. Any defects affecting operational use are dealt with immediately by a competent qualified engineer. School maintenance staff are responsible for informing all persons using school premises when work is being carried out on the fire alarm system. If at any time the fire system fails or is found to

be defective, especially while the school is occupied, the School Fire Officer or their Deputy is to make alternative arrangements such as maintaining a Fire Watch.

## 10. Suspected Gas Leak

Anyone who smells gas or believes that there is a gas leak on the premises, or in the near vicinity, should report this fact immediately to a Director.

**Do (if safe to do so):**

• extinguish all naked flames

• turn off all gas appliances and sources

• open all windows

**Do not:**

• operate any electrical switches or mobile phones

• use a naked flame to search

The Director, if safe to do so, will shut off the gas supply at the incoming meter.

## 11. Disabled Students, Staff or Visitors

Where disabled or sensory-impaired persons study or work in the premises their evacuation needs should be discussed with them and these should be recorded in Personal Emergency Evacuation Plans (PEEPs). These may require changes or modifications to existing procedures, and in some cases the provision of evacuation aids.

If a disabled member of the public or a visitor with mobility problems visits the site, they may need assistance to evacuate, therefore the writing of generic Personal Emergency Evacuation Plans is necessary. Should any visitors have specific needs then adjustments may need to be made. In some cases evacuation aids may need to be provided and/or training given to members of staff to assist visitors. In order to assist disabled or sensory-impaired people to escape from fire, it may be necessary for staff to be trained in the correct procedures. Advice on the specific needs of disabled and sensory-impaired people can be obtained from organisations representing the various groups.

## 12. Communication and awareness

Our zero-tolerance approach to breaches of this policy is communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

This Policy will be communicated to all staff.

## 13. Breaches of this policy

Employees who breach this policy may be subject to disciplinary action, which could result in dismissal for misconduct or gross misconduct, termination of contract or suspension or cessation of use of services.

We reserve the right to terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Should any of our suppliers, sub-contractors or providers be found to have breached this policy, this will be investigated and will form part of the (re)assessment process for suitability for future works.

## 14. Monitoring & Review of this Policy

This policy will be reviewed regularly and at least annually. Should any changes occur or it require review earlier, this will be conducted and any revisions required will be made.

When this happens, this policy is redistributed to employees.