



Learners Guide - Fire Safety Policy

Ratified by Chair of Govs:

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Signed by

Date

What is this about?

This policy helps everyone at MIAG (Meeting Individual Aspirations & Goals) stay **safe from fire**. It tells you what to do if there is a fire and how we try to stop fires from happening.

Why is fire safety important?

Fires are dangerous. We want to make sure:

- ✚ You know what to do if there is a fire
 - ✚ Staff help you stay safe
 - ✚ The building has working alarms and clear exits
 - ✚ We all practise what to do in an emergency
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Who keeps you safe?

- ✚ **The Proprietor** is in charge of fire safety
 - ✚ **A fire safety officer** checks the alarms, fire equipment, and exits
 - ✚ **All staff** know what to do and will help you
 - ✚ **You** have a role too — by listening and following instructions
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What happens if there's a fire?

If you see fire or smoke:

- ✚ Tell an adult straight away
 - ✚ The fire alarm will make a loud noise
 - ✚ You must leave the building calmly
 - ✚ Go to the fire assembly point outside
 - ✚ Staff will check that everyone is safe
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Fire Drills:

- ✚ We practise fire drills **each term** so you know what to do
- ✚ You must follow staff instructions and walk quickly and safely
- ✚ These drills are not real fires, but they help you be prepared

Fire Equipment:

- ✚ MIAG has fire alarms, extinguishers and emergency lights
- ✚ Staff check and test the equipment regularly
- ✚ Fire exits are kept clear so we can get out safely

Help for Learners with Extra Needs:

- ✚ If you need extra help to leave the building, we will make a **Personal Plan** for you
- ✚ A trusted adult will help you during a fire or fire drill

Visitors:

- ✚ All visitors and workers are told what to do if there is a fire
- ✚ Staff will look after them and help them leave safely

What can YOU do?

- ✚ **Listen** when we talk about fire safety
- ✚ **Follow instructions** from staff
- ✚ **Don't mess around** with fire alarms or equipment
- ✚ **Stay calm** and go to the fire point if the alarm goes off

 **If you are worried about fire safety or have questions, talk to a staff member.**

We're here to keep you safe.