



Fire Safety Policy

Ratified by Chair of Govs:

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Signed by

Date

Statement of Intent:

MIAG (Meeting Individual Aspirations & Goals) is committed to ensuring the safety of all learners, staff, visitors, and contractors by maintaining a high standard of fire safety throughout its premises. We aim to prevent fires from occurring and to provide clear guidance and procedures should a fire emergency arise.

Legal Framework:

This policy is underpinned by:

- ✚ The Regulatory Reform (Fire Safety) Order 2005
 - ✚ Health and Safety at Work Act 1974
 - ✚ Management of Health and Safety at Work Regulations 1999
 - ✚ Education (Independent School Standards) Regulations 2014
 - ✚ DfE guidance on health and safety in schools
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Responsibilities:

Responsible Person

The **Proprietor** is the designated "Responsible Person" under the Fire Safety Order and is accountable for ensuring fire safety compliance.

Fire Safety Officer

A nominated **Fire Safety Officer** (e.g. Site Manager or a designated staff member) is responsible for:

- ✚ Conducting fire risk assessments
- ✚ Ensuring fire alarms and extinguishers are maintained and tested
- ✚ Leading on fire drills
- ✚ Keeping fire evacuation procedures up to date

All Staff

All staff are responsible for:

- ✚ Knowing fire evacuation procedures
- ✚ Attending fire safety training
- ✚ Reporting fire hazards immediately
- ✚ Assisting with the evacuation of learners and visitors

Learners

Learners are supported and regularly reminded about:

- ✚ Fire evacuation routes
 - ✚ What to do if they discover a fire
 - ✚ The importance of staying calm and following adult instructions
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Fire Risk Assessment:

A fire risk assessment will be carried out annually and reviewed whenever there is a significant change in the layout, use of the premises, or following a fire incident. The assessment includes:

- ✚ Identification of potential fire hazards
 - ✚ Identification of people at risk
 - ✚ Evaluation of existing fire safety measures
 - ✚ Recommendations for additional controls
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Fire Detection and Equipment:

MIAG ensures that:

- ✚ Fire alarms are installed and tested weekly
 - ✚ Emergency lighting is in place and regularly checked
 - ✚ Fire extinguishers are available, clearly marked, and serviced annually
 - ✚ Fire exit signs are clearly visible
 - ✚ Escape routes are kept clear at all times
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Fire Drills and Evacuation Procedures

- ✚ Fire drills are conducted at least **once per term**
 - ✚ Evacuation procedures are displayed in all rooms
 - ✚ A register is taken once outside at the assembly point
 - ✚ Any issues identified during drills are addressed immediately
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Training and Induction:

- ✚ All staff receive fire safety training during induction and annual refreshers
 - ✚ Fire wardens receive additional training to carry out their roles effectively
 - ✚ Learners are given accessible, visual guidance appropriate to their needs, including practice evacuations
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Visitors and Contractors:

All visitors and contractors are:

- ✚ Informed of fire safety procedures upon arrival
 - ✚ Accompanied by a member of staff in the event of an evacuation
 - ✚ Required to sign in and out so that everyone is accounted for during a fire drill or real incident
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Personal Emergency Evacuation Plans (PEEPs):

- ✚ Individual evacuation plans are in place for any learner or staff member with specific mobility, sensory, or cognitive needs
 - ✚ These are regularly reviewed and practiced
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Monitoring and Review:

- ✚ This policy is reviewed annually by the MIAG Management Board
- ✚ Fire drills, equipment checks, and staff training are recorded and monitored for compliance
- ✚ Any fire-related incident is reported and investigated thoroughly