



## **Telford Court**

### **Fire Safety Policy and Procedure**

**2026-2027**

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## 1. Purpose and Scope

This policy outlines the arrangements in place at business and education premises owned or managed by The Greenhouse HyFlex Academy to ensure the protection of its staff, learners and other users from the risk of fire.

It ensures that The Greenhouse HyFlex Academy meets its statutory obligations to effectively assess and reduce fire risk, minimises the risk of fire as much as possible, and provides clear guidance on what action to take in the event of a fire.

For the purposes of this policy, 'premises' refers to any office, training centre or work environment operated by The Greenhouse HyFlex Academy.

This policy applies to:

- All staff
- All learners
- Employers, Main Providers and Awarding Organisations
- Visitors and members of the public

## 2. Legal Framework

This policy complies with:

- The Regulatory Reform (Fire Safety) Order 2005 (as amended by the Fire Safety Act 2021 and Fire Safety (England) Regulations 2022)
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work (Amendments) Regulations 2018
- Health Act 2006 (smoking)
- Building Safety Act 2022 (where applicable to higher-risk buildings)
- HM Government Fire Safety in Educational Premises guidance (2024 update)
- Keeping Children Safe in Education 2026

## 3. Roles and Responsibilities

### Fire Safety Manager (Fiona Conde, Headteacher)

- Responsible for the development and implementation of an effective fire safety management strategy
- Prepares and maintains the organisation's Fire Safety Policy
- Ensures fire risk assessments are completed, documented and reviewed
- Ensures adequate means of detecting and raising the alarm are in place

- Ensures emergency evacuation procedures are in place for all areas at all times
- Arranges fire safety training appropriate to the level of risk for all staff
- Reports fire-related incidents to appropriate organisations (including the Fire and Rescue Service and HSE where required under RIDDOR)
- Records the identity of any individual or organisation engaged to undertake or review fire risk assessments
- Monitors staff training compliance and drill participation records
- Ensures fire safety arrangements are embedded within the educational programme and integrated into safeguarding and welfare arrangements for learners

#### **Business Director (Jon Simpson)**

- Approves and signs this policy annually
- Ensures sufficient resources are in place to support fire safety obligations
- Oversees compliance with fire safety legislation and codes of practice

#### **All Staff**

- Familiarise themselves with fire evacuation notices, escape routes and assembly points
- Participate in fire drills and fire safety training
- Challenge anyone who should not be on the premises and report suspicious activity
- Report any fire safety concerns, faults or hazards to the Fire Safety Manager immediately
- Ensure visitors sign the visitors' book so it is clear who is on the premises at all times
- Never obstruct escape routes, fire doors, firefighting equipment or fire alarm call points

## **4. Fire Risk Assessments**

Fiona Conde (Headteacher), as Fire Safety Manager, has completed (or appointed a competent Fire Risk Assessor to complete) a suitable and sufficient assessment of risks from fire at all The Greenhouse HyFlex Academy premises. The assessment is fully documented including all findings.

The Fire Risk Assessment follows the five-step process required under the Regulatory Reform (Fire Safety) Order 2005:

- Step 1 – Identify fire hazards: sources of ignition (e.g. naked flames, heaters, electrical equipment); sources of fuel (e.g. waste materials, display materials, textiles); sources of oxygen (e.g. air conditioning, oxygen supplies)
- Step 2 – Identify people at risk: people working near fire dangers; lone workers; children and young people; pregnant workers; people with disabilities or mobility impairments requiring Personal Emergency Evacuation Plans (PEEPs)
- Step 3 – Evaluate, remove or reduce risks and protect from fire: implement control measures, confirm adequate escape routes, fire signage, alarm systems and firefighting provision
- Step 4 – Record, plan, inform, instruct and train: document findings, communicate the fire action plan to all staff (including part-time and temporary staff), ensure equipment is maintained
- Step 5 – Review: the Fire Risk Assessment is reviewed regularly and specifically in the event of any changes to the premises, usage, personnel or equipment, or following any fire or fire-related near miss

## **5. Fire Prevention**

### **General**

- Good housekeeping is maintained at all times to minimise fire risk
- All escape routes and exits are kept free from obstruction
- Highly flammable materials are replaced with less flammable alternatives where possible
- Flammable materials are kept separated from sources of ignition

### **Electricity**

- All electrical circuits and equipment are inspected and tested regularly in accordance with the Electricity at Work (Amendments) Regulations 2018
- Electrical faults are repaired promptly by a qualified electrician (18th Edition)
- Electrical equipment is switched off when not in use, especially at the end of the working day
- Laptops, mobile phones and other devices are unplugged when not in use and must never be left plugged in overnight
- Staff who bring personal electrical items onto the premises must ensure they have been subject to Portable Appliance Testing (PAT) or visual inspection prior to use
- All equipment provided by The Greenhouse HyFlex Academy is subject to PAT or a suitable alternative inspection regime

## **Smoking**

- The Greenhouse HyFlex Academy operates a No Smoking policy on all premises in accordance with the Health Act 2006
- Where outdoor smoking provision is made, it is at a safe distance from the building and does not obstruct entrances or exits
- Suitable equipment (e.g. a sand-filled metal bucket) is provided for the safe disposal of lighted cigarettes
- E-cigarettes must not be charged unattended and must never be charged overnight on the premises
- Staff using hand sanitiser must rub their hands until completely dry before lighting a cigarette

## **Rubbish and Waste**

- Waste materials are removed from the workplace regularly and placed in suitable metal containers with lockable lids, located outside the building
- Rubbish must not be burned on bonfires on or near the premises

## **Cooking**

- All kitchen electrical equipment is PAT tested and maintained in line with manufacturers' instructions
- Combustible materials (cloths, towels, loose clothing) are kept clear of hobs
- Toasters and microwave ovens are only permitted in kitchen areas, never in offices; they are cleaned regularly
- Pans must not be left unattended; pan safe devices are recommended
- Where deep fat frying is undertaken, only thermostatically controlled pans are used; there must be at least a one-hour cooling and fire watch period before kitchens are locked for the night

## **Heating Appliances**

- Portable heaters are securely guarded and fixed to prevent being knocked over
- Heaters are placed well away from any combustible materials
- Papers, books or clothing must not be placed on or draped over heaters
- Ventilation grilles must not be obstructed
- Gas emergency cut-offs are linked to the main fire alarm system and are located on exit routes with clear signage

## **Arson Prevention**

- Arson incidents on or near the premises must be reported to the Police and Fire Brigade immediately

- A risk assessment is undertaken to ensure appropriate control measures are in place
- Entry points to premises are kept to a minimum whilst maintaining adequate escape routes
- Perimeter fences, walls and gates are strong and high enough to deter intruders
- Doors and windows are in good repair and locked when not in use
- Keys are distributed to a restricted number of people only
- Stored materials are kept away from perimeter walls and fences
- Staff are warned about the threat from arson and advised to be mindful of tailgating at security access points

## **6. Evacuation Procedures**

### **General Fire Safety Measures**

- The premises can be evacuated safely in the dark or in the event of a power failure
- Fire evacuation notices and photoluminescent directional signage (EN7010:2012 + A1:2017) are displayed; all escape routes and exits are adequately signed
- Where buildings are above 11 metres, wayfinding signage is displayed to assist fire crews
- All passenger lifts carry signage: 'In the event of fire DO NOT USE' unless specially designed as fire lifts
- Personal Emergency Evacuation Plans (PEEPs) are in place for all individuals who require assistance in evacuation

### **Actions Prior to Evacuation**

- In the absence of the Fire Safety Manager and the Business Director, the person in charge is to assess the need for evacuation, ensuring the safety of all visitors and staff
- The evacuation plan is reviewed taking into account individual evacuation procedures
- Staff are briefed on the reason, method, route and onward plan prior to evacuation

### **Actions During Evacuation**

- The person who identifies the fire summons emergency help by calling 999 and activates the fire alarm
- The person in charge ensures a list is available at all times of who has been evacuated and who remains in the building

- The staff and visitors' register is held by the person in charge
- Designated personnel are allocated to external doors to ensure no unauthorised persons enter
- If Emergency Services are involved, the lead is taken by the senior officer on site

#### **Actions After Evacuation**

- The person in charge collates all information regarding the whereabouts of staff and learners
- A designated person ensures the security of the building during the evacuation period
- Staff not in the building at the time are notified of their alternative work location until it is declared safe to return

#### **Return to Premises**

- The person in charge confirms the premises are safe to return to, having taken instruction from the Emergency Services
- All areas are checked for safety and cleanliness prior to any return

## **7. Fire Drills**

Fire drills are carried out to check that all staff and learners understand the emergency fire action plan and to evaluate its effectiveness.

- Fire drills take place at least once per term; each member of staff and learner participates at least once per year
- During drills, fire scenarios are introduced to reflect realistic problems (e.g. an unusable escape route)
- During drills, the fire alarm is operated and the evacuation routine is rehearsed as fully as possible
- Where there is a risk of the drill being misinterpreted, the Fire and Rescue Service is informed in advance and advised when the drill is concluded
- If the fire warning system is connected to a remote alarm receiving centre, the centre is informed before and after the drill
- Observers are nominated to assess actions and identify problems during drills
- Young persons may be appointed as supporting fire marshals for learners accessing education
- All drills are recorded, including date, time, evacuation time, any issues identified and corrective actions taken

## **8. Fire Safety Equipment**

- All firefighting facilities are appropriate, readily available and properly maintained
- All fire detection and warning systems are properly maintained; necessary records are kept
- Fire equipment is regularly checked with dates of checks and any actions recorded
- Evacuation chairs, sledges and other evacuation aids are maintained and staff are trained in their use
- Fire extinguishers are inspected annually by a competent person and staff are trained in their correct use

## **9. Records**

To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005:

- Accurate and up-to-date records are maintained of all fire drills undertaken
- Training records are updated for all staff to confirm fire safety training has been completed
- Fire equipment check records are maintained, including dates and any remedial actions
- Records of fire risk assessments and reviews are retained
- The sharing of information is carried out in line with UK GDPR and data protection policies and procedures at The Greenhouse HyFlex Academy

## **10. End-of-Day Checks**

A named individual is responsible for securing the building at the end of each working day. End-of-day checks include:

- Doors and windows are secure
- No combustible material is left lying around
- No unauthorised persons are on the premises
- Alarms are activated
- External lighting is switched on
- All electrical equipment not intended to run overnight is switched off and unplugged
- Kitchens are monitored for at least one hour after cooking is completed to ensure heat has reduced before locking

## 11. Monitoring and Review

- This policy is reviewed and approved annually by Jon Simpson (Business Director)
- The Fire Risk Assessment is reviewed regularly and specifically following any changes to premises, usage, personnel or equipment, or following any fire or fire-related near miss
- Incident trends, drill outcomes and training compliance are reviewed termly by the Senior Leadership Team

## 12. Related Policies

This policy must be read in conjunction with the following related policies, which together form The Greenhouse HyFlex Academy's overarching health and safety framework:

- Health and Safety Policy and Procedure
- Accident, Incident & Near Miss Policy
- Safeguarding and Child Protection Policy

**This policy has been written by Fiona Conde (Headteacher) and approved by Jonathon Simpson (Business Director).**

*Jonathon Simpson*

**Approval Date: June 2026**

**Review Date: June 2027**