



Fire Safety Policy

Approved by:	Penny Harris (Director) Jane Cox (Director)	Date: 9 th January 2026
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Last reviewed on:	17 th January 2025
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Next review due by:	9 th January 2027
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All policies are generated and reviewed with an awareness of equality and diversity in relation to pupils, staff and visitors. All policies are generated and reviewed placing safeguarding and wellbeing at the heart of all that we do.

1. Purpose

Fire prevention is an important obligation for all schools. On Track Education has a responsibility for ensuring the health, safety and welfare of all employees, pupils and visitors who may have access to the premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety.

It is the policy of On Track Education to ensure that all employees, pupils, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognized good practice standards

2. Legislation

This policy has due regard to all relevant legislation and statutory guidance including but not limited to the following: Health and Safety at work Act, the requirements of the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) Regulations 2022.

3. Prevention

Associated Hazards:

- Flames and heat
- Smoke and toxic fumes

- Reduced oxygen
- Collapse of buildings.

On Track Education Services will ensure that:

- All employees receive comprehensive training to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation
- A fire risk assessment for the relevant premises is undertaken (and regularly reviewed) which clearly sets out identified control measures
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment.
 - Note: either employers or persons in control of the premises have a duty to carry out a fire risk assessment.
- A register of employees, visitors and pupils on site is kept up-to-date at all times and will be taken to the fire assembly point in the event of an evacuation
- A Personal Emergency Evacuation Plan is prepared for any person, pupil or employee, who may have a difficulty leaving the building unaided.
- Training in fire safety is adhered to
- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies
- The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's and current guidelines and records kept
- A fire evacuation drill is carried out each term and details recorded in the fire logbook
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities
- A regular check is made to ensure escape routes and doors are not obstructed.
- Fire exit doors will be unlocked and available for use at all times when persons are in the building.
- All fire doors will be closed at all times and not wedged open.

4. Fire Responsibilities

Senior staff, including, Head Teachers / Senior Leaders / Managers / Health & Safety Officers will ensure that:

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during an evacuation procedure.
- A register of employees on site is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least termly which will be recorded in the fire logbook

- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade.
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).
- A regular check is made to ensure escape routes and doors are not obstructed.
- Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

Employees will ensure that they:

- Practice and promote fire prevention.
- Raise the alarm on discovery of a fire.
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken.
- Receive basic training in the action to take in the event of fire.
- Follow instructions and training in relation to fire safety in the workplace.
- Co-operate with management arrangements for fire prevention in the workplace.
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.
- On Track Education Services does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

5. Fire Action

If you discover a fire:

- Immediately operate the nearest alarm call point or notify the senior person present.
- Tackle the fire (only if trained and if safe to do so) with the appliances provided. Do not take personal risks.

The Senior Person Present will call the fire service immediately by:

- Using the phone to dial 999
- Giving the operator the telephone number and asking for the fire service.
- When the fire service reply, give the response distinctly:
 "We have a fire at On Track Education Services"
 and give the operator the full address including post code, from which the call is being made.
- Do not replace the receiver until the fire service has confirmed the details.

Call the fire service immediately in the event of any fire or on suspicion of a fire.

On Notification of a fire:

- The Senior Person Present will take charge of the evacuation and ensure that everybody is accounted for.

- As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices.
- Remaining personnel will proceed with the phased evacuation of young people to an area of safety.
- The Senior Person Present will liaise with the fire officer in attendance, and arrange such assistance as the fire service may require.
- Use the nearest available exit.
- Do not stop to collect personal belongings.
- Do not re-enter the building until told to do so by the Senior Fire Officer.
- In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.