

Learn with Confidence

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Fire Safety Management Policy Units 4, 5 & 10 Kings Court, Horsham

Version 1.7

1. Purpose

This Fire Safety Management Policy sets out how Learn with Confidence (LwC) manages fire safety across Units 4, 5 and 10 Kings Court. It ensures compliance with all relevant fire-safety legislation and provides a clear framework for preventing fire risks, maintaining fire-safety systems, and ensuring safe evacuation of staff, learners, and visitors.

This policy works alongside:

- Fire Evacuation Plan
- Fire Safety & Evacuation Policy
- Personal Emergency Evacuation Plans (PEEPs)
- Fire Risk Assessment
- Fire Safety Logbook

2. Legal Framework

This policy is informed by:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Equality Act 2010
- National Fire Chiefs Council (NFCC) guidance
- DfE emergency planning expectations for alternative provision

3. Responsible Person

Responsible Person: Kat Perry (Director)

Under the Fire Safety Order, the Responsible Person must ensure:

- A **suitable and sufficient fire-risk assessment** is completed and reviewed annually or after significant change
- General fire precautions are in place and maintained
- Fire-safety systems are serviced and tested appropriately
- Staff receive fire-safety training and induction
- Evacuation procedures are implemented and monitored
- Fire-safety records are maintained
- PEEPs are created for learners or staff requiring additional support

The Responsible Person may delegate operational tasks but retains overall accountability.

4. Fire Safety Management Structure

Fire Safety Officer	Kat Perry (or most senior adult present)
Deputy Fire Safety Officer	Gayle Voller (Student Support Lead)

Operational Responsibilities Include:

- Coordinating evacuations

- Conducting roll call
- Managing independent learners during evacuation
- Ensuring visitors and contractors are evacuated safely
- Recording alarm tests, walk-throughs, and incidents
- Liaising with emergency services
- Maintaining fire-safety documentation

5. Fire Risk Assessment

LwC maintains a Fire Risk Assessment covering:

- Fire hazards
- People at risk
- Control measures
- Escape routes
- Fire-safety equipment
- Emergency procedures
- SEND and PEEP requirements

The Fire Risk Assessment is:

- Reviewed annually
- Updated after any significant change (layout, occupancy, equipment)
- Completed by a competent person

6. Fire-Safety Systems and Maintenance

6.1 Fire Alarm System

- Tested weekly
- Logged in the Fire Safety Logbook
- Serviced annually by a competent contractor

6.2 Emergency Lighting

- Serviced annually
- Any faults reported immediately

6.3 Fire Extinguishers

- Located throughout Units 4, 5 and 10
- Serviced annually
- Staff may only use extinguishers if trained and safe to do so

6.4 Signage

- Fire-action notices displayed at all exits and teaching rooms
- Evacuation routes clearly marked
- Assembly point signage visible

7. Fire Drills and Learner Walk-Throughs

Due to LwC's flexible attendance model, whole-organisation fire drills are not possible.

Instead:

- **Each learner receives an individual fire-evacuation walk-through at the start of every term**
- Staff rehearse evacuation calmly to reduce anxiety
- Walk-throughs are recorded in the Fire Safety Logbook
- Parents receive a recording of the fire alarm sound to prepare learners with sensory needs

This approach meets legal requirements while respecting learner needs.

8. Personal Emergency Evacuation Plans (PEEPs)

PEEPs are created for learners or staff who may require assistance during evacuation, including those with:

- Mobility difficulties
- Sensory needs (e.g., alarm sensitivity)

- Anxiety or panic responses
- Communication or understanding needs
- Medical needs affecting evacuation

PEEPs are:

- Reviewed termly
- Shared with relevant staff
- Stored securely in the Fire Safety Logbook

9. Staff Training and Induction

All staff must:

- Complete annual fire-safety training via Flick Learning
- Complete an induction walk-through of evacuation routes and assembly point
- Read all fire-safety policies annually
- Know extinguisher locations and exit routes
- Understand their responsibilities during evacuation

Training records are kept in the Fire Safety Logbook.

10. Visitor and Contractor Management

Visitors and contractors must:

- Sign in on arrival
- Be briefed on evacuation procedures
- Follow staff instructions during evacuation

Staff are responsible for evacuating any visitors they are hosting.

11. Evacuation Management

During an evacuation:

- Staff must **stop all activities immediately**
- Assist learners to leave calmly
- **Do not collect personal belongings**
- Follow the nearest signed exit
- Proceed to the assembly point: **Grass verge in the car park, next to the refuse cupboard**

The Fire Safety Officer will:

- Call 999
- Conduct roll call
- Notify the Fire Service of anyone unaccounted for
- Authorise re-entry only when safe

12. Independent Learners

Learners attending independent sessions are the responsibility of:

- **Kat Perry**
- **Gayle Voller**

They must be located and evacuated immediately during an alarm.

13. Record-Keeping

The Fire Safety Logbook includes:

- Weekly alarm tests
- Annual servicing records
- Fire-risk assessment
- PEEP's
- Staff training records (these are located in HR folders)

- Evacuation walk-throughs
- Incident reports
- Contractor maintenance logs

Records are retained for a minimum of **three years**.

14. Policy Review

This policy will be reviewed annually or sooner if:

- Building layout changes
- Occupancy changes
- Fire-risk assessment identifies new hazards
- Legislation or guidance changes

Version Control			
Version No.	Date	Author	Notes
1.0	26 th August 2021	K Perry	Initial Draft
1.1	31 st March 2022	KP	
1.2	15 th September 2022	KP	
1.3	15 th August 2023	Kat Perry	
1.4	25 th August 2024	Kat Perry	
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1.7	5.9.26	KP	Updated and name changed to Fire Safety Management Policy