

# Learn with Confidence

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## Fire Safety and Evacuation Policy

**Location:** Units 4, 5 & 10 Kings Court, Horsham

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### 1. Purpose

The purpose of this policy is to ensure that all staff, students, and visitors at Learn With Confidence (LwC) understand what to do in the event of a fire.

The safety of everyone on site is our top priority.

This policy sets out clear procedures for fire prevention, evacuation, and response, in line with the **Regulatory Reform (Fire Safety) Order 2005** and the **Health and Safety at Work Act 1974**.

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### 2. Responsibilities

#### Fire Safety Officer

**Name:** Kat Perry

**Role:** Director and Responsible Person under the Fire Safety Order

Kat Perry (or the most senior adult present on site) is responsible for:

- Overseeing fire safety arrangements across all LwC sites.
  - Ensuring fire drills are carried out at least once per term.
  - Maintaining up-to-date fire risk assessments.
  - Ensuring staff and visitors are evacuated safely.
  - Contacting emergency services and providing roll call information.
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### 3. Staff Responsibilities

All staff must:

- Attend fire safety training and guided walkthroughs before beginning their first teaching sessions with LwC
  - Familiarise themselves with:
    - Fire evacuation routes
    - Location of fire extinguishers
    - The fire assembly point
  - Supervise and assist their learners during any evacuation.
  - Follow the directions of the Fire Safety Officer or emergency services.
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### 4. Visitors, Parents, and Carers

Visitors, parents, and carers must:

- Sign in at reception on arrival.
- Follow the instructions of LwC staff in the event of a fire or drill.
- Evacuate immediately to the assembly point when the alarm sounds.

During any evacuation, **Kat Perry (or the senior adult in charge)** will ensure that any visitors or parents/carers in reception are safely escorted from the building.

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### 5. Students

During a fire alarm or evacuation:

- Students must immediately follow their teacher's instructions.
- Walk calmly and quietly to the nearest exit.
- Wait at the designated fire assembly point until further instruction is given.

Students on **independent breaks** will be the responsibility of **Kat Perry or the senior adult in charge** at the time.

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## 6. Fire Safety Training

- All staff will receive a **fire safety induction within the LwC policy booklet sent out to all new staff members starting with LwC and at the beginning of each academic year.**
  - A show-around of assembly point before their first session starting with LwC and at the beginning of each new academic year.
  - Fire evacuation procedures and floor plans are **displayed clearly throughout all units.**
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## 7. Fire Prevention and Safety Equipment

LwC ensures that:

- All fire extinguishers, alarms, and emergency lighting are maintained and serviced regularly.
- Corridors and exit routes are kept clear of obstruction at all times.
- Electrical equipment is PAT-tested and used safely.

## Fire Extinguisher Locations

Unit Location	Type of Extinguishers
<b>4</b> Downstairs by WC	Water and CO <sub>2</sub>
Upstairs by kitchen	Water and Foam
<b>5</b> Main entrance hall (downstairs)	Water and CO <sub>2</sub>
Upstairs by kitchen	Water and Powder
<b>10</b> Main entrance hall (downstairs)	Water and CO <sub>2</sub>
Upstairs by teaching area door	Water and CO <sub>2</sub>

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## 8. Fire Alarm Testing

- Fire alarms will be tested for operations once every half term
  - The Fire Officer will record each test.
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## 9. Fire Procedures

### In the Event of a Fire Alarm

1. **Stop all activities immediately.**
  2. **Assist your learners** to leave calmly by the nearest exit.
  3. **Do not collect personal belongings.**
  4. **Follow emergency exit signs** and proceed to the assembly point.
  5. **Close doors behind you** as you leave (if safe to do so).
  6. **Go directly to the fire assembly point:**
    - **Location:** Grass verge in the car park, by the refuse cupboard.
  7. **Fire Officer (Kat Perry or delegate)** will:
    - Call **999** and inform the Fire Brigade.
    - Conduct a **roll call** of all staff and students.
    - Notify the Fire Service of anyone unaccounted for.
  8. **Do not re-enter the building** until advised by the Fire Service or the Fire Officer.
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## 10. Post-Evacuation Procedure

After any fire or drill:

- The Fire Officer will confirm all persons are accounted for.
  - Staff should reassure students and manage behaviour calmly.
  - Any issues or faults (e.g. alarm malfunction, slow response) must be reported immediately to the Fire Officer.
  - A report will be recorded in the **Fire Safety Logbook.**
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## 11. Fire Safety Documentation and Signage

The following documents are displayed or available on-site:

- Fire evacuation plan and floor layout (posted in every unit).
- Fire assembly point map.
- Fire extinguisher checklist and service record.
- Emergency contact details and fire warden names.

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## 12. Policy Review

This Fire Safety Policy will be reviewed **annually** or sooner if:

- There is a significant change in building layout or occupancy.
- Fire risk assessments identify new hazards.
- Legislative requirements change.

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Version Control			
Version No.	Date	Author	Notes
1.0	26 <sup>th</sup> August 2021	K Perry	Initial Draft
1.1	31 <sup>st</sup> March 2022	KP	
1.2	15 <sup>th</sup> September 2022	KP	
1.3	15 <sup>th</sup> August 2023	Kat Perry	
1.4	25 <sup>th</sup> August 2024	Kat Perry	
1.5	26 <sup>th</sup> March 2025	KP	
1.6	24 <sup>th</sup> August 2025	KP	