



Fire Management Policy

1. Purpose

This policy aims to ensure the safety of all occupants in the event of a fire by outlining procedures and responsibilities for fire prevention, detection, and evacuation.

2. Scope

This policy applies to all staff, students, and visitors within the premises of the education business.

3. Responsibilities

- **Owner/Manager:** Ensure compliance with fire safety regulations, maintain fire safety equipment, and conduct regular fire drills.
- **Staff:** Familiarise themselves with fire safety procedures, participate in fire drills, and assist in evacuations.
- **Students and Visitors:** Follow instructions during fire drills and evacuations.

4. Fire Prevention

- **Electrical Safety:** Regularly inspect electrical equipment and wiring. Avoid overloading sockets.
- **Flammable Materials:** Store flammable materials safely and away from heat sources.
- **Housekeeping:** Keep exits and pathways clear of obstructions.

5. Fire Detection and Equipment

- **Smoke Alarms:** Install and maintain smoke alarms. Test monthly and replace batteries as needed.
- **Fire Extinguishers:** Ensure fire extinguishers are accessible, regularly inspected, and staff are trained in their use.

6. Evacuation Procedures

- **Alarm Activation:** In case of fire, activate the nearest fire alarm.
- **Evacuation Route:** Follow the designated evacuation route to the assembly point outside the building.
- **Assembly Point:** Gather at the designated assembly point and account for all persons.
- **Emergency Services:** Call emergency services (999) once safely outside.

7. Fire Drills

- Conduct fire drills at least twice a year to ensure everyone is familiar with evacuation procedures.

8. Review and Training

- **Policy Review:** Review this policy annually and update as necessary.
- **Training:** Provide fire safety training to all staff upon hiring and annually thereafter.