

PL6 Learning Hub Fire Management and Evacuation Policy

Approved by: Western Education Solutions Ltd

Applies to: All staff, learners, volunteers, visitors, and contractors

Designated Fire Safety Officer: Greg Western

Deputy Fire Marshal: [Insert Name once appointed]

Date of Approval: 8 October 2025

Next Review Due: 8 October 2026

1. Policy Statement

PL6 Learning Hub recognises its duty to ensure the safety of all persons on site in the event of a fire or related emergency. We are committed to preventing fire incidents through regular maintenance, staff training, and clear evacuation procedures.

2. Legal Framework

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Building Regulations (Approved Document B)
- Fire Safety (England) Regulations 2023

3. Aims

- Prevent fire by identifying and managing risks.
- Ensure staff and learners are aware of fire safety procedures.
- Maintain safe evacuation routes and signage.
- Carry out regular drills and training.
- Record all inspections, drills, and incidents.

4. Fire Safety Responsibilities

Fire Safety Officer (Greg Western):

- Responsible for fire safety management and compliance.
- Ensures annual fire risk assessments and training.
- Maintains all documentation and fire safety records.

Deputy Fire Marshal: Supports and coordinates evacuations.

All Staff:

- Know evacuation routes and assembly points.
- Participate in fire drills.
- Keep exits clear and report hazards.

5. Fire Risk Assessment

Conducted annually to identify ignition sources, flammable materials, escape routes, and safety equipment. Actions from assessments are tracked until completion.

6. Fire Detection and Equipment

- Smoke and heat detectors tested weekly.
- Fire extinguishers inspected annually.
- Alarms tested weekly and logged.
- Emergency lighting tested monthly.
- Fire exits kept clear at all times.

7. Evacuation Procedure

When the alarm sounds:

1. Leave immediately via the nearest safe exit.
2. Do not collect belongings.
3. Fire Safety Officer checks rooms and toilets.
4. Proceed to the assembly point in the car park.
5. Take the register and await further instructions.

If fire is discovered:

- Activate the nearest alarm point.
- Evacuate and alert others.
- Use extinguishers only if trained and safe.

8. Assembly Point

The designated assembly point is in the main car park outside PL6 Learning Hub. The secondary assembly point is Poole Farm car park if the main area is unsafe.

9. Fire Drills

- Conducted at least once per term.
- All staff and learners must participate.
- Recorded in the Fire Log Book with outcomes reviewed.

10. Visitors and Contractors

- Must sign in and be briefed on fire procedures.
- Escorted to assembly points during evacuation.

11. Training

- Staff receive annual fire safety training.
- New staff receive induction on day one.
- Fire Marshal training provided to Fire Safety Officer and Deputy.

12. Record Keeping

Maintained by Fire Safety Officer:

- Fire Risk Assessments
- Fire Drill Logs
- Alarm/Equipment Test Records
- Training Certificates

13. Fire Prevention Measures

- Keep escape routes clear.
- Annual PAT testing of electrical items.
- Safe storage of flammable materials.
- No smoking or vaping on site.
- Open flames only under supervision.

14. Emergency Contacts

Fire and Rescue Service: 999

Fire Safety Officer: 07954 653919

Email: greg@pl6learninghub.co.uk

15. Review

Reviewed annually or after any fire incident, building change, or regulatory update.

Signed:

Greg Western

Fire Safety Officer / Designated Safeguarding Lead

PL6 Learning Hub

Western Education Solutions Ltd

■ 07954 653919

■ greg@pl6learninghub.co.uk

Date: 8 October 2025

Next Review Due: 8 October 2026